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**PARKER'S**

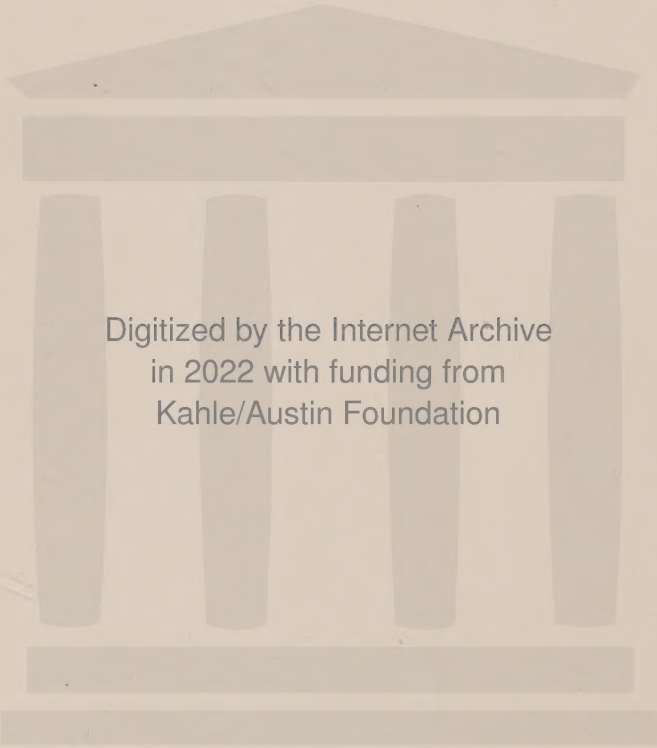
**MANUAL**

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"Go ask Papa," the Maiden said,  
But he knew that her Papa was dead,  
And he knew what a life her Papa had  
led;  
So she knew that he knew what she  
meant, when she said,  
"Go ask Papa!"

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# PARKER'S

# MANUAL OF SHORTHAND

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A COMPLETE COURSE OF INSTRUCTION IN THE REPORTING  
STYLE OF PHONOGRAPHY;  
A MANUAL OF DICTATION AND TYPEWRITING WITH SHORTHAND  
FORMS, LOGOGRAMS, CONTRACTIONS AND PHRASES,  
FOR THE USE OF SCHOOLS AND COLLEGES.

—BY—

EDWIN S. PARKER

COURT REPORTER.

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FIFTH EDITION

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## PREFACE TO THE FIFTH EDITION.

It is with a feeling of pleasure and gratification that the author has been called upon to present to the public the fifth edition of Parker's Manual. It certainly shows that his efforts have been appreciated.

This edition, as in the fourth edition, covers the entire field of the Reporting Style of Phonography, giving the most important forms, logograms, contractions and phrases used in reporting, together with ample material for dictation purposes, illustrating the various principles involved in each lesson. The key to the phrases, letters and testimony, is in facsimile typewriting, which the author believes to be an improvement.

The four lectures and the legal work which appeared in former editions, have been eliminated from this edition and added to Parker's Dictation, a dictation book just published by the author, and which should be taken up after Parker's Manual has been completed.

The author feels that if this edition meets with the success of former editions, his efforts will have been well repaid.

*Edwin T. Parker.*  
COURT REPORTER.



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# PART I.

## TO TEACHERS.

Parker's Manual of Shorthand, with Forms and Phrases, is not intended for beginners, but for those who have mastered the fundamental principles of phonography and know something of typewriting. It is made up of two parts, viz.—Part I, which contains a list of the most important shorthand forms, logograms, contractions and phrases used in reporting, with ample engraved exercises illustrating the various principles; and Part II which contains a key to the phrase list and engraved shorthand exercises in Part I. In taking up Part I, assign as many pages for a lesson as you may deem proper, and then see to it that the lesson is thoroughly mastered. Each day review several times the lesson of the preceding day.

Part II may be used in conjunction with Part I as a typewriter manual. In taking up the phrases let the student make a transcript on the typewriter from his shorthand notes, according to sample page given in Part II. When letter-writing is taken up, don't pass a single lesson until the letters contained therein can be transcribed in the required time with neatness and accuracy, and so on with all the exercises in the Manual.

For the purpose of gaining and testing speed in shorthand and typewriting the number of words in each exercise have been counted and marked. At the end of each article will be found the number of words contained therein and the time in which it is to be written in shorthand and transcribed on the typewriter. The letters are to be written in shorthand at the rate of one hundred and twenty-five words per minute and transcribed on the typewriter at the rate of thirty words per minute. The testimony is to be written in shorthand at the rate of one hundred and fifty words per minute and transcribed on the typewriter at the rate of forty words per minute.

When the student has mastered this book, for further practice he is advised to take up Parker's Dictation.

EDWIN S. PARKER.



## POSITION WRITING.

In the Reporting Style of Phonography three positions are recognized for all characters, viz.:

First position, above the line.

Second position, resting on the line.

Third position, through the line for full length upright or sloping strokes, and under the line for all half length strokes and vowel signs.

By placing an outline of a word in any one of the three positions the place of its accented vowel is indicated. An outline placed in the first position would indicate that the accented vowel of the word is a first place vowel; in the second position, a second place vowel and so on.

As a rule, all words made up of one or two strokes (simple or with appendages) are placed in position in accordance with their accented vowel.

If the outline is made up of three or more strokes, it is generally preferable to place it in the second position, irrespective of the accented vowel. If, however, by so doing, such outline would conflict with some other word, it would be better to place it in position, according to the general rule, or insert a vowel.

There are a few cases where words, whose meanings do not clash with other words, are placed in the second position, irrespective of the accented vowel, on account of their extremely frequent recurrence.

There are also a few cases where words are written out of position in order to make a distinction between two similar forms which represent words of different meaning.

## ILLUSTRATION OF WRITING IN POSITION.

Horizontal strokes placed in the first position should be written the height of a Tee stroke above the line; second position, resting on the line; third position one-half the length of a Tee stroke below the line.



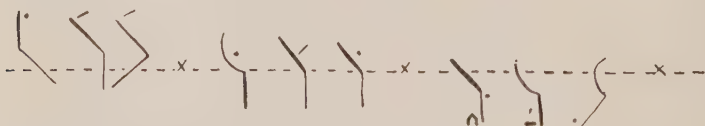
Vertical or slanting strokes placed in the first position should be written one-half the length of a Tee stroke above the line; second position, resting on the line; third position, through the line.



Combinations where a horizontal stroke is followed by a descending one.



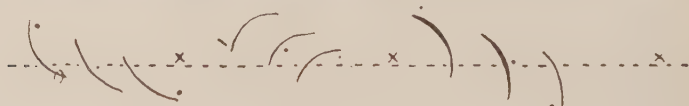
Combinations of two descending strokes.



Combinations of two ascending strokes.



A double length curved stroke to be written in a given position should begin at the same point as its corresponding single length stroke in its position and carried on in the direction of writing.



## VOWEL LOGOGRAMS.

the	to	what
ah	or	would
a-an-and	but	ye, year-s-ly
all	on (up)	yet
two-too	should (up)	beyond
already, awe	how (up or down) in phrasing	you
before	I, high, aye	is, his
Oh, owe, O	how	as, has
ought, aught	he (down)	first
who	we-with	
of	were	

## RULE FOR PHRASING "THE."

A "choid" or "roid" represents "the" in phrasing and is always joined to the preceding stroke. The vowel logograms are phrased as follows:

of the	on the	is the	beyond the
to the	should the	as-has the	what the
or the	how the	with the	would the
but the	and the	were the	

NOTE.—An "oid" represents a quarter length stroke. A quarter length "chay" would be read "choid" and a quarter length "ray," "roid," etc.

"And the" is placed in the third position to make a wide distinction between "and the" and "to the."

## RULES FOR PHRASING A-AN-AND.

A-an-and are represented in phrasing by "koid" or "toid" and are always joined to the following word, with the exception of the oblique and horizontal "oid" logograms given below. "Koid" is used on all strokes except KAY, GAY, ES, ZEE, AR, and WAY on which "toid" is used. The "oids" for "a-an-and" are not affixed to the vertical "oid" word signs. The words ON, SHOULD, and HOW are struck down when followed by "a-an-and." Whenever it is inconvenient to phrase "a-an-and," use a disjoined "koid" placed in the third position for these words, instead of using the dot. If you observe this rule you will never read "and" for "but" or vice versa.

























of a	and a	and is the	and what the
to a	is a	and as-has the	and would the
on a	as a	and with the	and he
should a	and is a	and were the	a year
how a	and as-has a	and beyond the	and yet

## SIMPLE STROKE LOGOGRAMS































weep	do, day, defendant	give-n
up, pay	had, due, advertisement	go, together
hope, happy, party	each, watch	ago
by, buy	which	if
be	much	for
to be	joy	half, few
time, commit, committee	advantage, Jesus	ever
it	large, Jew	have
at, out	common, Kingdom	however, view
dollar	come, country	

NOTE.—Some phrase "a-an-and" by joining the ticks to the preceding as well as the following strokes, but practical experience has demonstrated that the above rule for phrasing these words is superior, especially in point of legibility.
















## SIMPLE STROKE LOGOGRAMS.

 think	 ease, easy	 will
 thank, thousand-th bath, youth	 was	 allow
 thee, thy	 use	 are (in phrasing- recollect)
 they, them	 wish, she	 are (in phrasing)
 thou, though	 shall-t, show	 our
 see, saw	 issue.	 me, my
 so, say	 usual-ly	 him, may, am
 us, use	 law	 whom
































## SIMPLE STROKE CONTRACTIONS.

 acknowledge-d	 barbaric-ian	 dignity-fy-ied
 Archbishop	 benevolent-ly-ence	 electric-al-ly-ity
 architect-ure-al-ly	 benignant-ity	 essential-ly
 assemble-d-y	 bishop	 especial-ly
 auspicious-ly-ness	 cabinet	 familiar-ly-ity
 average-d	 catholic-ism	 inform-ed
 administrator	 change-d	 influential
 bank	 chapter	 irregular-ly-ity
 bankruptcy	 decapitate-d-tion	 insure-ance
 baptize-d-ism-ist	 democrat-ic-al-ly-cy	 involve-d

## SIMPLE STROKE LOGOGRAMS.





































	important-ce		thing, England, English		your
	improve-d-ment, may be		young		holy
	in, any		language, long, along		why
	no, know		way		now
	own		away		knew, new

## SIMPLE STROKE CONTRACTIONS.
















	knowledge		memoranda		popular-ly- ity
	legislate-d-ure		navigate-d-or		public-ly- ity-sh-ed
	month		never		republic
	magnificent-ly-ce		omnipotent-ly-ce-y		regular-ly- ity
	magazine		omniscient-ly-ce-y		reform-ed
	magnanimous-ly-ity		orthodox-ly-y		represent-ed
	majesty-ic		object-ed		repugnant- ly-ce
	manufacture-d		perform-ed-ance		technical-ity
	manufacturer		peculiar-ly-ity		uniform
	manufactory		perpendicular-ly-ity		
	memorandum		punctual-ity		
























# IMPORTANT FORMS AND LOGOGRAMS UNDER THE CIRCLES S-SES, LOOPS ST-STR.

	--- speak, speech, spoke		--- sad		--- savior, several- ly
	--- special-ly		--- switch		--- these, thyself
	--- subordinate		--- such		--- this, thus
	--- satisfy-ied		--- as much		--- those
	--- satisfactory		--- suggest-ed		--- seal, conceal
	--- satisfactorily		--- religious		--- sell, sale, sole, soul, console
	--- consist		--- just		--- salvation
	--- system		--- largest		--- seem, similar-ity
	--- itself, at his		--- because		--- some, same
	--- at first		--- extraordinary		--- consume
	--- concede		--- signify-ied, signifi- cant		--- myself
	--- said		--- conceive		--- himself
























## CONTRACTIONS UNDER THE CIRCLE S.

	--- administratrix		--- conspicuous-ly- ness		--- episcopal-ly-ity- ian
	--- aristocrat-ic-al- ly-cy		--- designate-d-tion		--- example
	--- c. barbarous		--- despicable-y- ness		--- exchange-d
	--- barbarism		--- dyspepsia-tic		--- executor
	--- celestial		--- distinct-ly-ness		--- executrix

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE CIRCLES S-SES, LOOPS ST-STR.

 almost	 influenced, inst.	 sang
 must, most	 commenced, next	 simple-y-icity
 seen, sin, sign, con-sign	 stenography-er	 somebody
 sane, son, sewn	 stenographic	 sample
 soon, his own	 United States, commences	 impossible-ity
 influence	 singular-ly-ity, sing, song	 yes, yours, yourself
 commence, hence	 sung	 yes, sir

## CONTRACTIONS UNDER THE CIRCLE S.

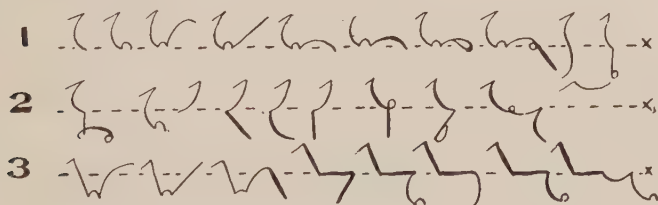
 expect-ed-ation	 instinct-ive-ly	 respect-ed-ful-ly
 extemporaneous-ly	 manuscript	 sanctify
 extinct-ness	 mistake	 subject-ed
 facetious-ly-ness	 misdemeanor	 vice versa
 fastidious-ly-ness	 maximum	 whatsoever
 House of Commons	 nevertheless	 whichsoever
 House of Parliament	 purpose	 whosoever
 House of Representatives	 resemble-d	

## PHRASE WRITING.

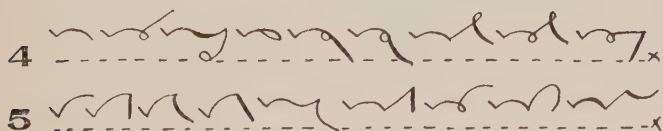
As a rule, the first word of a phrase occupies its own position and the following word or words accommodate themselves to the position of the first; but in a few cases, the joined words accommodate themselves to the position of the second, for the sake of legibility.

## JOINED I.

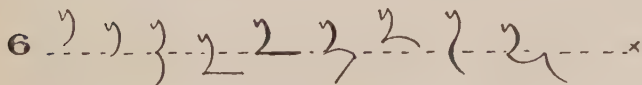
When "I" is phrased one-half of the vowel character is used, "poid" or "roid," whichever forms the better angle. In the following and similar cases use "roid."



In the following and similar cases use "poid."





When "I" is joined to "S" or "Z" the full form is used, as—





NOTE.—The ticks "a-an-and" and "he" and the circles "is-his-as-has" when they begin a phrase may, at all times, accommodate themselves to the position of the following word.

For Key to Phrases see Part II.




## JOINED HE.

7.   
 8. <sup>6</sup> 


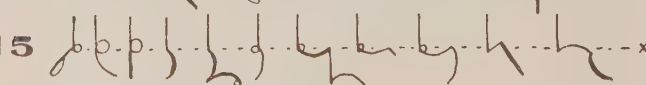
## JOINED YOU.

9   
 10 

## JOINED WE-WITH.

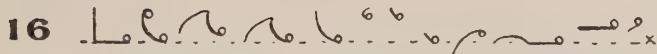
11   
 12   
 13 

## JOINED IT.

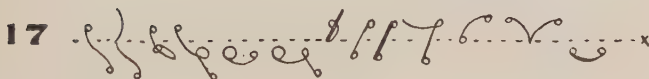
14   
 15 

NOTE.—When two circles come together they coalesce and form one large circle, as in the phrases in line 15, "it is said," "it is safe," etc.

JOINED US.

16 

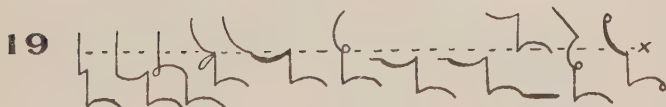
JOINED AS.

17 

JOINED WEEK.

18 

JOINED TIME.

19 

OF THE

The connective phrase "of the" may be indicated in most cases by writing the words between which it occurs close to each other, as,

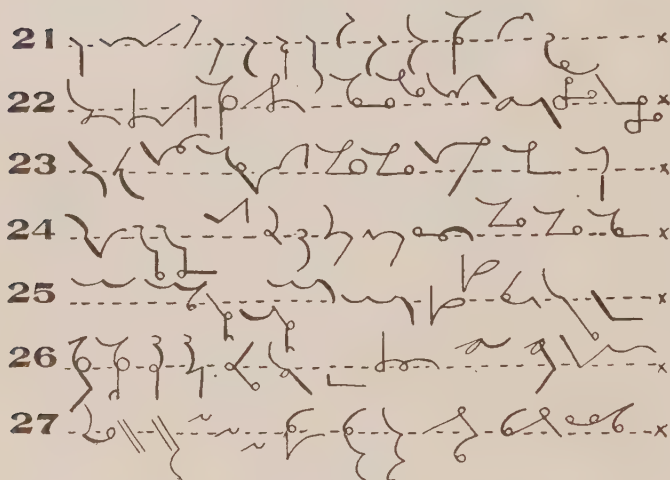
20 

NOTE.—In phrasing "time" it is generally preferable to use the full form.

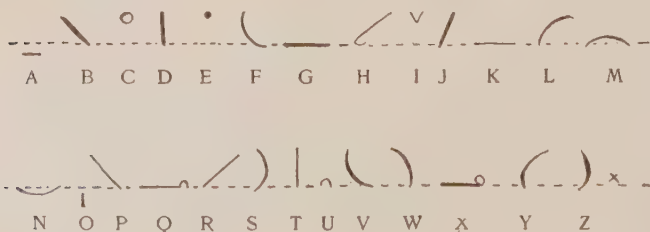
In phrasing "week" the stroke "K" may be conveniently used in most cases with perfect safety.

+

## MISCELLANEOUS PHRASES.



The complete alphabet, as phonographically expressed, which may be used to represent capital letters.



NOTE.—In phrasing "you" the form may be inverted in many cases for convenience.

The tick "the" should always be joined to the preceding stroke, except when followed by the word "first," when it may be joined to the following stroke. See line 26.



## LETTER WRITING

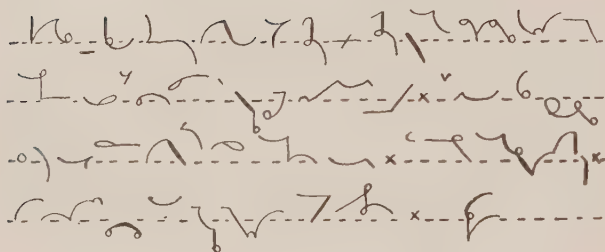
One of the leading features of this work is the early introduction of letter writing. If the student is thoroughly familiar with the principles of shorthand up to and including the ST and STR loops, and has mastered the forms and phrases in the preceding pages, he is then ready to proceed with the first six letters which follow. The student should first learn to read each set of letters without a moment's hesitation and then proceed to practice them, writing each letter ten or twenty times, until all the characters can be made with speed, neatness and accuracy. The pupil should remember that it is only by repetition, writing words and phrases over many, many times that one can ever expect to increase his speed and become an expert stenographer. The pupil should make it a practice, also, to read everything he writes, that he may become familiar with his own style of writing. To be a first-class stenographer you should be capable not only of writing shorthand at the rate of 150 words per minute, but you should be able to read your notes readily and transcribe them on the typewriter with speed and accuracy. When you have completed the set of engraved letters you will have written fifty-one, illustrating all of the principles of the Reporting Style of Phonography. Before taking up these letters, I desire to call your attention to six important points which they cover, viz.:

- 1st. Fifty-one of the most common Christian names.
- 2d. Fifty-one surnames of the most noted inventors, writers, poets, explorers, statesmen, generals, and admirals, including a complete list of the Presidents of the United States in their order.
- 3d. The complete alphabet as phonographically expressed.
- 4th. All the States of the Union.
- 5th. The Capital of every State of the Union.
- 6th. The most important word signs, contractions and phrases used in reporting.

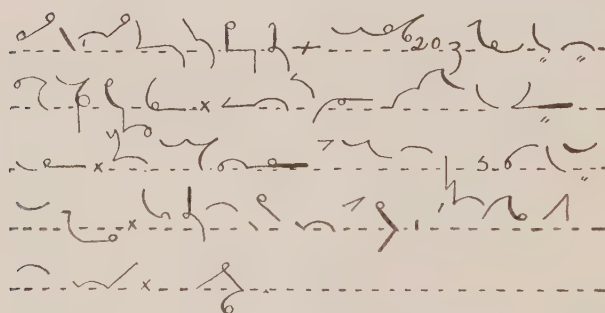
NOTE.—For full explanation of letter writing on the typewriter, see Letter Writing in Part II.

## LETTERS.

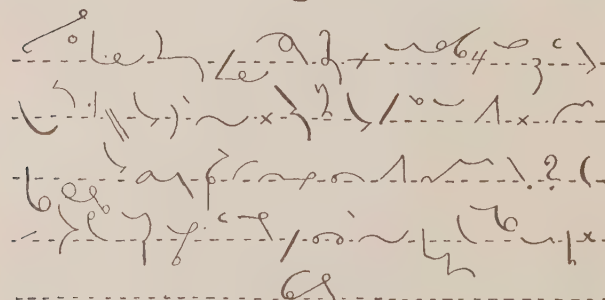
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2



3

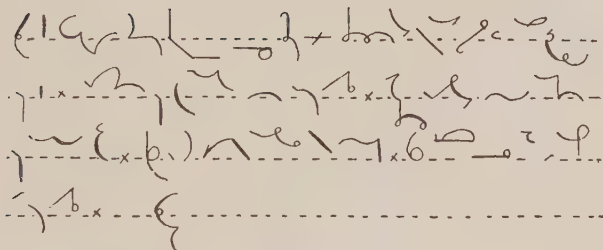


NOTE.—For Key to the Letters, see Part II.

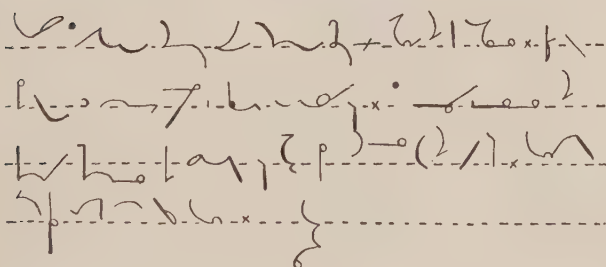
## LETTERS.

L

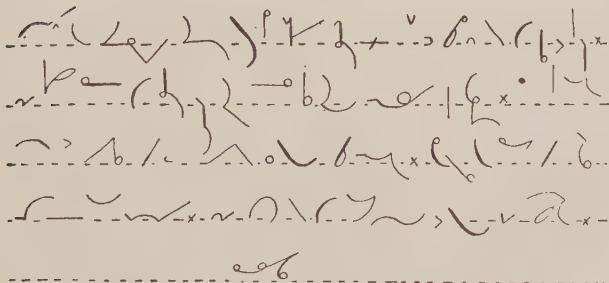
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


































5












6



## IMPORTANT FORMS AND LOGOGRAMS UNDER THE N HOOK.


































 upon, open	 audience	 phonographic
 happen, punish-ed-ment	 providence	 even
 spoken	 each one	 heaven, have one
 suspension	 which one, chain	 within, heathen
 combine-ation	 religion, join	 then, than
 been	 general-ly	 lone, alone
 ten, contain, attain	 imagine-ary-ation	 our own
 at one,* tune, town	 imaginative	 men, mine (in phras-ing) morning
 at once	 can	 man
 circumstance	 begin-ning, gone	 some one
 circumstantial	 again, begun	 opinion, nine
 consistency	 began	 none, known
 constituency	 organize	 sanguine
 denominate-d-ation	 often, fine, confine	 your own*
 done	 phonography	
 down, providential	 phonographer	

## CONTRACTIONS UNDER THE N HOOK.













 economic-al-ly	 mechanic-al-ly	 Republican
 financial ly	 mechanism	 responsible-ly-ility
 irresponsible-y-ility	 mistaken	

\*The N Hook in phrasing expresses OWN, ONE and THAN.

**IMPORTANT FORMS AND LOGOGRAMS UNDER THE  
F-V AND SHUN HOOKS.**




























 --- poverty	 --- said to have	 --- subordination
 --- hopeful, hope to have*	 --- achieve, each of, which ought to have	 --- subscription
 --- above	 --- whichever, which have	 --- satisfaction
 --- (it) ought to have	 --- which would have, much of	 --- edition
 --- whatever	 --- such ought to have	 --- condition
 --- it would have, out of	 --- such have, such of*	 --- addition
 --- set off	 --- such would have	 --- generation
 --- set forth	 --- govern-ed-ment, gave	 --- signification
 --- divine	 --- Governor	 --- revelation
 --- differ-ent-ence- ed	 --- arrive	 --- revolution
 --- advance-d	 --- arrival	 --- information

**CONTRACTIONS UNDER THE F-V AND SHUN HOOKS.**










 --- irrespec-tive-ly	 --- exam-ination	 --- publica-tion
 --- irrecoverable-y	 --- investi-gation	 --- regen-eration
 --- regen-erative	 --- illu-stration	 --- reformation
 --- excep-tion	 --- legisla-tion	 --- representa-tion

\*NOTE.—The V Hook in phrasing expresses HAVE, TO HAVE and OF.

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE SHUN AND W HOOKS

 generalization	 we will, while	 with him, we may
 organization	 well	 with whom
 opposition	 wool	 women
 position	 we are*	 woman
 possession	 where	 when
 causation	 aware, with our	 one
 accession	 whereof	 ... question-ed
 accusation	 wherein	
 musician	 with me-my*	


## CONTRACTIONS UNDER THE SHUN AND W HOOKS.


 Arctic Ocean*	 in session	 whensoever
 Pacific Ocean	 next session	 wheresoever
 this session	 autumn session	 quarrelsome


\*NOTE.—The Shun Hook in phrasing expresses OCEAN and SESSION. The W Hook in phrasing expresses WE and WITH.




# IMPORTANT FORMS AND LOGOGRAMS UNDER THE L HOOK.

 plea, ply, comply

 people-d, play

 apply, plow,  
apple

 playful


 plain, complain

 plan

 compliance

 complains


 appliance, plans

 belong-ed, by  
all\*


 able, blow

 blue, blew

 belief, believe

 balance

 until

 tell, till, it will\*


 at all

 it will have,  
twelve

 deliver-ed-y

 deliverance

 each will

 which will,  
children

 much will

 angel


 evangelize


 evangelist

 evangelization

## CONTRACTIONS UNDER THE L HOOK.

 archangel

 -applicable-y-  
ility

 challenge-d


 collect-ed


 capable-y-ility

 develop-ed-ment

 delinquent

 malignant-ly-cy

 neglect-ed





























 plenipotentiary

 quality

 qualify










\*NOTE.—The L Hook in phrasing expresses WILL and ALL.

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE L HOOK.







 call	 valuation	 relation
 difficult-y	 theology-ical	 million-s-th
 glory-ied	 withal, with all	 in all
 glorious	 they will	 only
 follow-ing, if all	 real, really, rely	 unless
 full-y, for all	 rail, roll	 analyze
 philanthropy-ic-ist	 rule	 explain-ation
 evil, of all	 relieve, relief	 explosion
 have all	 release, realize	
 value	 realization	

## SPECIAL PHRASES.

FROM-TO may be omitted and indicated by writing the outline for the nouns close together, as:

 from time to time	 from house to house	 from town to town
 from day to day	 from place to place	 from year to year
 from hour to hour	 from city to city	 from week to week




































AFTER may be indicated by proximity, the last noun being written one-half space below the first, as:

 time after time	 hour after hour	 week after week
 day after day	 year after year	 month after month






















BY may be indicated by writing the last noun directly under the first, as:

 day by day	 hour by hour	 year by year
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# IMPORTANT FORMS AND LOGOGRAMS UNDER THE R HOOK.







































	appear		internal. try		derision
	principal-ly, principle, per		truth		duration
	practice-d, practical-ly		true, it were, at our*		cheer
	perfect-ed-ly-tion		contrive, try to have		chair, which are*
	proof, approvè, prove, approval		truthful, turf		which were*
	appearance		eternal-ly-ity, train		cheerful
	oppression compression		doctor		larger, Jury
	liberty		dear		larger than
	remember-ed. member		during, dark		christian-ity, conquer
	number-ed, brother		doctrine		care, occur, concur
	brethren		drain		car, accrue
	remembrance		darken-ed		

## IMPORTANT CONTRACTIONS UNDER THE R HOOK.















	agriculture-al-ly		characteristic-ly-al		jurisdiction
	approximate-ly-tion		criminal-ly-ity-ate-d		jurisprudence
	aggregate-d		danger		liberal
	congregate-d		deform-ed-ity		microscope-ic- al-ly
	commercial		determine-d-ly		mortgage-d
	correct-ed-ly-ness		determination		mortgagee
	character		discriminate-d-ly- tion		mortgagor

\*NOTE.—The "R" Hook in phrasing expresses ARE-OUR, and by placing a logogram in the third position, WERE.

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE R HOOK.

	cross, across		over		therein, their own, they are in
	course, curse		every, very (in phrasing, favor)		other than, other one
	curious, cars		whoever		pleasure
	creative		every one		measure
	careful-ly, curve		verse, universe		Mr., mere, remark- ed-able-ly
	carve		conversation		more, mercy
	creation		ether, author, three		humor
	degree, agree		throw		more than
	grow, gray		threw, through		near, nor, honor, inner, in our
	grew		either		manner
	free, fry, offer		there-their, they are		owner
	from, fray, fro, confer		other		narration
	affray		either one		

## IMPORTANT CONTRACTIONS UNDER THE R HOOK.

	omnipresent- ly-ce		prerogative		publisher
	perspicuous- ly-ity		production		tranquil-ly-ity
	privilege-d		productive		university
	probable-y-ility		proper-ly-ty		universal-ly
	preliminary		prospect-ed		






















































### IMPORTANT FORMS AND LOGOGRAMS UNDER TRIPLE CONSONANTS.

	as per		suppression		considerable-ly
	surprise		experience		in consideration
	express		experienced		describe, scrip-ture-al
	suppress		inexperienced		secure
	surprised		external-ly, externality		descriptive
	expressed		construe, as it were		description
	suppressed		instruct		inscribe
	expression		instruction		inscription

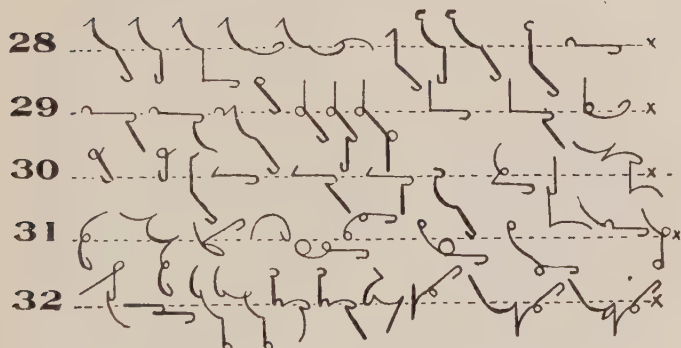
### IMPORTANT WORDS OF FREQUENT OCCURRENCE.

	aforesaid		barrel		connection
	against		came		counsel, cancel
	also		citizen		cancellation
	always		circular		conscientious
	among		circulation		deviation
	answer		calculation		disagreeable
	association		continue		et cetera
	abbreviation		communication		elsewhere
	accuracy		courteous		exhibition
	America		corporation		exhaust
	accompany		curiosity		exist
	being		contrary		earnest

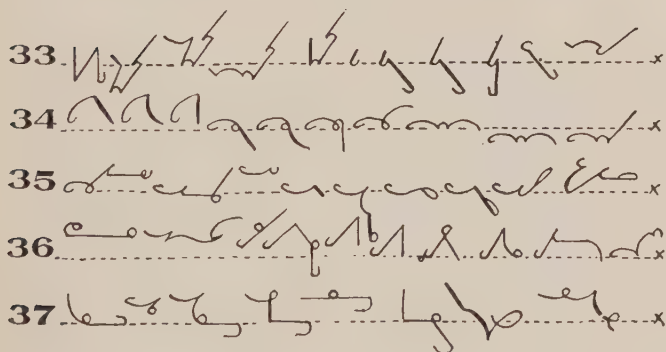
## IMPORTANT WORDS OF FREQUENT OCCURRENCE.

	empower		inquiry		recognition
	exercise		insertion		summer
	enlighten		lonesome		social
	enclosure		learn		solicit
	enrich		likewise		suggestion
	equal		Messrs.		security
	equally		municipal		supervisor
	forthwith		necessity		selfish
	finish		negotiation		thanksgiving
	foregoing		necessary		thereof
	foreclosure		necessarily		thereto
	furnish		possessor		thereon
	gallon		philosopher		therefore
	guarantee		perseverance		telephone
	henceforth		perhaps		telegraph
	herein		prepare		telescope
	inhabit		personal		unreasonable
	instead		regulation		withdraw
	insist		reference		withdrew
	inheritance		require		whereas
	inquire		recommendation		pursuit

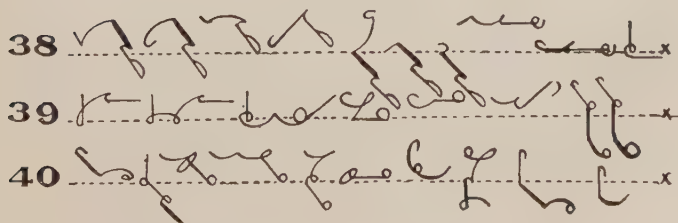
## N HOOK PHRASES.



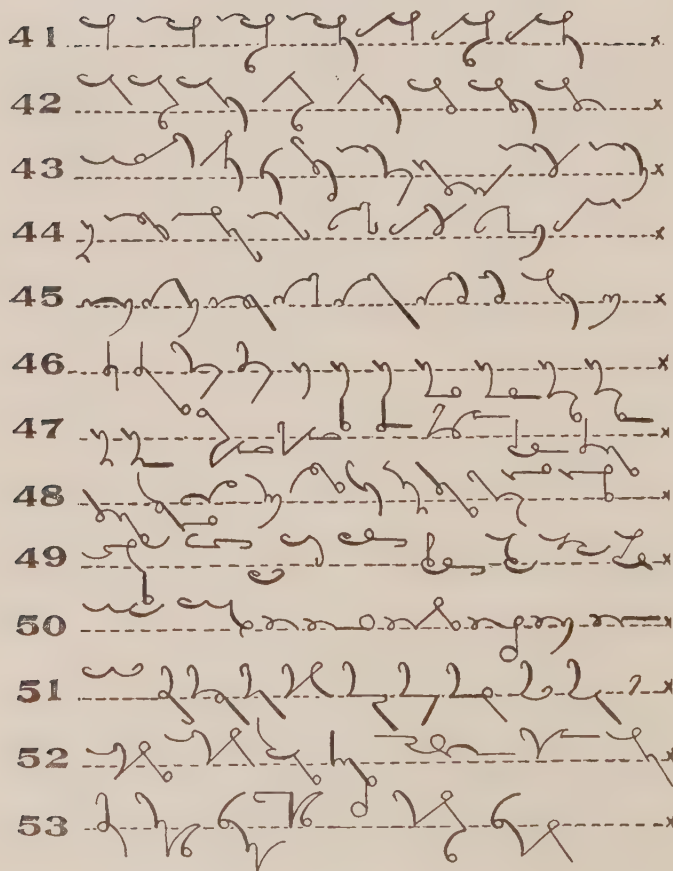
## F-V, SHUN AND W HOOK PHRASES.



## L HOOK PHRASES.



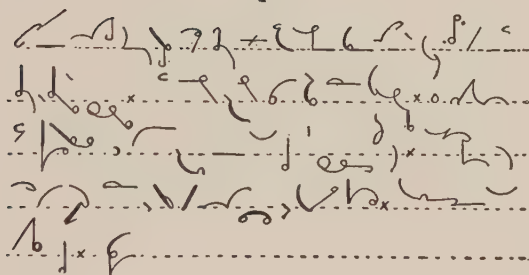
## R HOOK PHRASES.



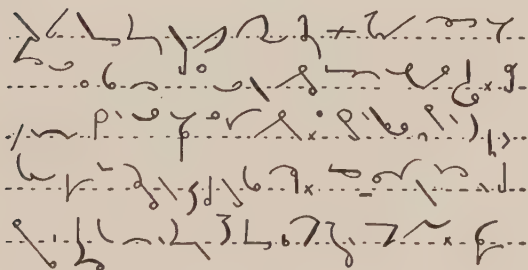


## LETTERS.

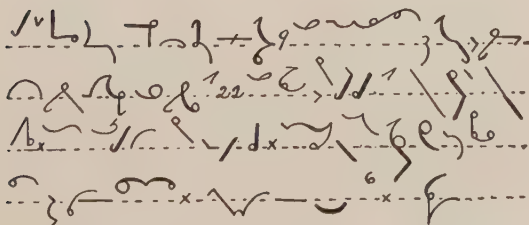
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8



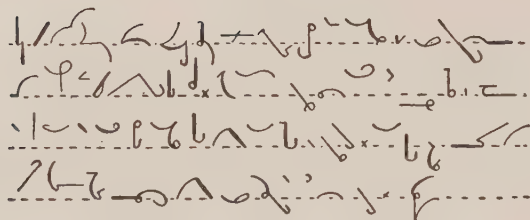
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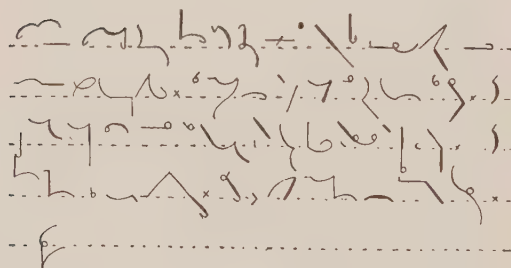
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

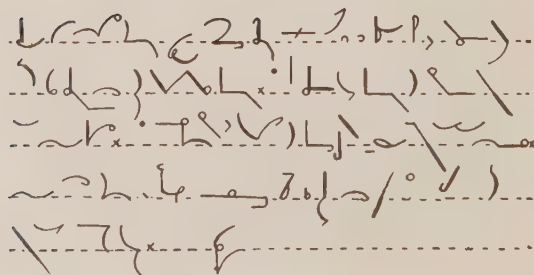
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## 11



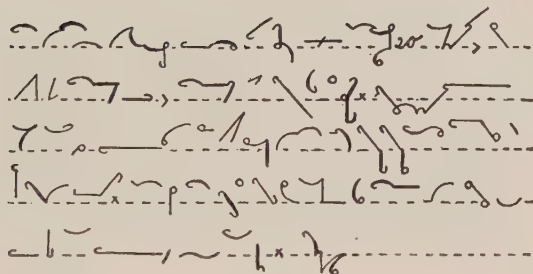
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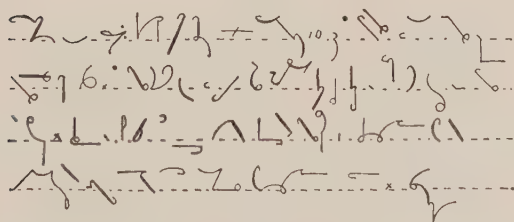
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

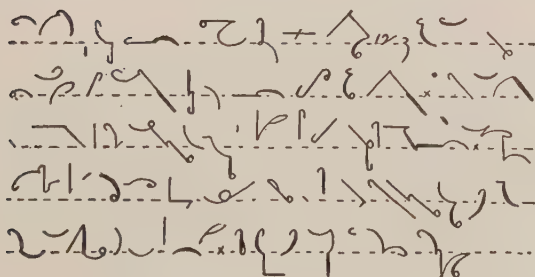
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14

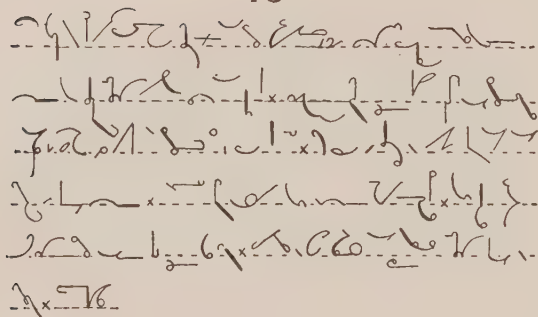


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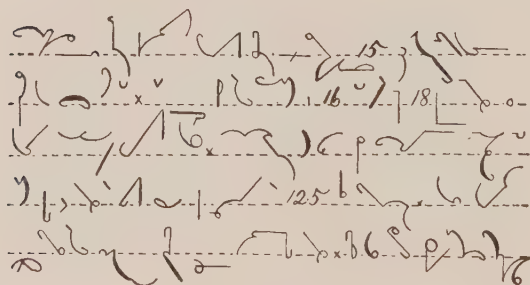


## LETTERS.

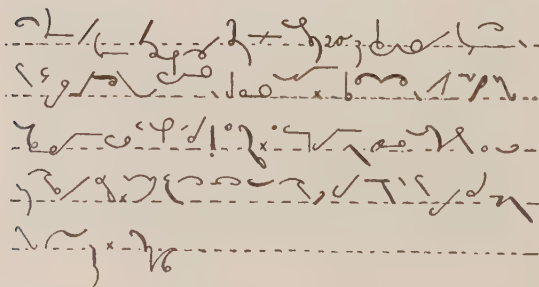
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17



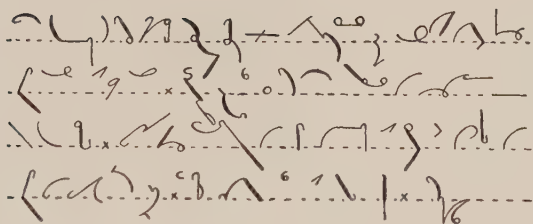
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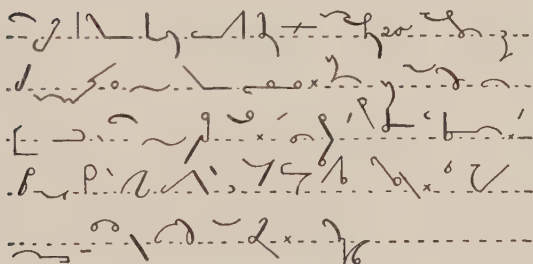
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

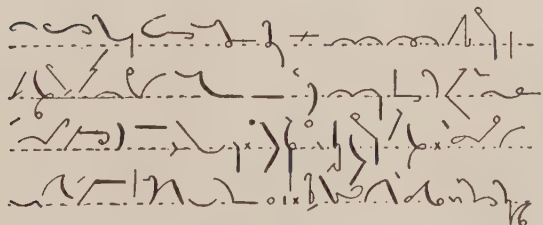
19


























































20



21



# IMPORTANT FORMS AND LOGOGRAMS UNDER THE HALVING PRINCIPLE.

 Pete, compete	 fact, foot, fat	 lad, loud, allude
 put, hoped, compute	 void, avoid, of it	 Lord, read
 be it*	 vote, conveyed, have it, evidence	 word
 about, bad	 viewed, have had	 yard
 it ought,* taught	 thought	 might-y, meet-ing
 it would, it had,* at it	 think it	 met
 deed, did, died	 they ought,* that	 immediate-ly
 dead	 without	 made
 doubt, added, had it, had had	 though it, they had-would*	 not, night, neat, unite
 watched, watch it, which ought	 is it	 nature, note, nut
 which it	 was it	 unit
 which had-would*	 as-has it, used	 need
 caught	 wish it, shot, she ought*	 under, end, hundred
 could	 shall-show it	 owned, hand
 act	 she would-had,* shout, shoot	 heat, hit, hot
 God, got	 lot, light	 hate, hut
 good, get	 let, late	 hat
 if it, feet, fight, fought	 lead	
 after, for it, fate	 old, lead, held, hold	

\*NOTE.—In phrasing the halving principle expresses the following words:


- 1st. IT after logograms or a final straight stroke.
- 2d. OUGHT after logograms placed in the first position.
- 3d. WOULD-HAD after logograms placed in the third position.
- 4th. NOT combined with N Hook after logograms.
- 5th. TO by halving the final stroke.

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE HALVING PRINCIPLE


 ..... constitute

 ..... stated


..... statute

 ..... such ought

..... such had-would

 ..... somewhat

 ..... point, pint, appoint


 ..... paint, painted, open  
it, upon it

..... compound, pound,  
happened

 ..... behind, combined


 ..... be not

..... bound, abound


 ..... (it) ought not

 ..... attend, attained  
contend, contained


..... at hand, it had-would  
not

 ..... constant-ly

 ..... stained


 ..... stand, is at hand, as it  
would-had not

..... constituent


 ..... did not

 ..... do not


..... had (it) not

 ..... which ought not

..... which had-would  
not

 ..... such ought not


..... such had-would  
not


 ..... gentlemen


 ..... gentleman

..... imagined


 ..... cannot


 ..... account

 ..... find, confined,  
fond, if not


 ..... taint, fund,  
offend


..... found


 ..... convened

 ..... have not

 ..... was not


 ..... will not

 ..... land


 ..... or not


 ..... are not


..... around


 ..... round

..... surround

 ..... mind

 ..... may-am not,  
amount


 ..... movement,  
mount


 ..... above it

 ..... gift, give it


 ..... gave it

 ..... arrived

 ..... world, where-  
were it


 ..... we meet-might

 ..... we met

 ..... we may not

 ..... on the one hand

 ..... want, when it

 ..... won't, we know  
it
















 ..... wound

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE HALVING PRINCIPLE.









































we are not	guilt-y	cared, occurred, court
were (it) not	gold	accurate, crowd
quantity	glad	agreed
acquaint-ed-ance	followed, fleet, flight	great
plead, complete, complied	float, flood, flowed	guard
played	flute, flat	offered, offer it, fright
plowed, applied	explode	afraid, effort, from it, freight
compliant	particular-ly-ity pride, appeared	fruit
plaintiff, complaint, complained	part, prayed	over it
plant, planned	opportunity, proud	virtue, convert
built, build-ed-ing	brought, broad, abroad	averred, avert
bold, able to	board, aboard, bird	authority
until it	brute, brood	third, threat, thread
toid, tell it	treat, tried	throughout
deliver it	trade, toward	there ought
child	deride-d	there it
which will it	dread-ed	there would-had
called	cheered	there ought not, on either hand
cold	charity	they are not, on the other hand
cloud, conclude	chart	there would-had not
	creature	assured




# IMPORTANT FORMS AND LOGOGRAMS UNDER THE HALVING PRINCIPLE.


 measured	 sprout	 considerate-d, consider it
 in order to	 superintend-ent- ence	 inconsiderate, unconsidered
 handwriting	 street	 secret, secrete
 spirit	 straight	 secretary, sacred
 spread	 construed	 secured

# IMPORTANT CONTRACTIONS UNDER THE HALVING PRINCIPLE.

 Almighty	 perpetual-ly-ate-d- tion	 intelligence
 antagonize-ed-ist- ism	 territory	 intelligible
 arithmetic-al-ly	 absurd-ity	 interest
 astonish-ed-ment	 advancement	 independent- ly-ce
 anybody	 certify-icate	 misfortune
 nobody	 dilapidate-d-tion	 notwithstanding
 bankrupt	 diplomatic-al-ly	 practicable-y- ility
 busybody	 footstep	 scoundrel
 establish-ment	 hospital-able-ity	 Indian Ocean
 emphatic-al-ly	 indiscriminate-ly	 Atlantic Ocean
 individual-ly-ity	 indispensable-ly	 night session
 indefatigable	 infinite-ly-ity	 nondescript
 intellect-ual-ly	 infinitesimal-ly	
 intimidate-d-tion	 intelligent	

## IMPORTANT WORDS OF FREQUENT OCCURRENCE.

 actual-ly


 ascertain


 affidavit

 appertain


 accommodate


 article

 appreciate

 appropriate


 active

 acceptance

 accordance

 accomplished

 alphabet

 artificial


 alert


 appurtenances

 behold, beheld

 better

 benefit


 between

 catalogue


 capital

 convenient

 connect

 co-operate

 correspond-ed


 calculate-d

 certain

 candidate

 carpenter

 credit

 cultivate

 cultivation

 comparative

 comparatively

 default

 discredit

 defend

 diligent

 deterred

 discount


 esteemed

 estimate-d


 evident


 exaggerate

 exhibit


 endeavor

 fortune,

 forget,  
forgot

 foundation










 freedom

 frequent

 gratitude

 gratuitous

## IMPORTANT WORDS OF FREQUENT OCCURRENCE.

 greater	 mutual-ly	 real estate
 hundred-weight	 multitude	 referred
 heretofore	 natural-ly	 regret
 history	 ordinary	 regard
 handsome	 ordinance	 record
 hereafter	 prejudice	 return
 hereinafter	 prepared	 seldom
 intend	 per cent	 sometime
 indulge	 patriot	 subsequent
 insolvent	 patriotism	 shorthand
 ignorant	 political	 theoretical-ly
 insert	 redeem	 understand
 include	 report	 understood
 judicial	 rapid	 voluntary
 little	 recommend	 wisdom
 legitimate	 regulate	 withheld, withhold
 longitude	 remittance	 yesterday
 method	 retrospect	

## COUNTIES OF THE STATE OF CALIFORNIA.

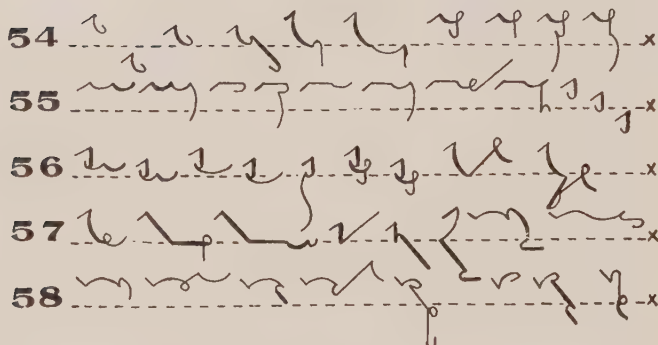
	Alameda		Madera		San Luis Obispo
	Alpine		Mariposa		Santa Barbara
	Amador		Mendocino		San Mateo
	Butte		Merced		Santa Cruz
	Calaveras		Modoc		Santa Clara
	Colusa		Mono		Shasta
	Contra Costa		Monterey		Sierra
	Del Norte		Napa		Siskiyou
	El Dorado		Nevada		Solano
	Fresno		Orange		Sonoma
	Glenn		Placer		Stanislaus
	Humboldt		Plumas		Sutter
	Inyo		Riverside		Tehama
	Kern		Sacramento		Trinity
	Kings		San Benito		Tulare
	Lake		San Bernardino		Tuolumne
	Lassen		San Diego		Ventura
	Los Angeles		San Francisco		Yolo
	Marin		San Joaquin		Yuba

## COUNTIES OF THE STATE OF

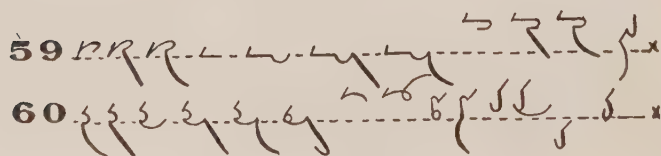
NOTE.—Those who reside in a State other than California should place a list of the Counties of their State on this page. It would be well to Typewrite the list alphabetically, and write the Shorthand opposite each County and paste the slip below this note.

## PHRASING UNDER THE HALVING PRINCIPLE.

## JOINED I.



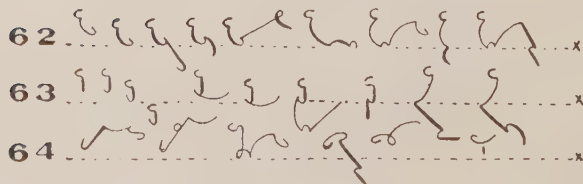
## JOINED HE.



## JOINED YOU.



## JOINED WE.



JOINED IT.

65 -

JOINED TIME.

66 -

JOINED US.

67 -

JOINED AS.

68 -

JOINED HOW

69 -

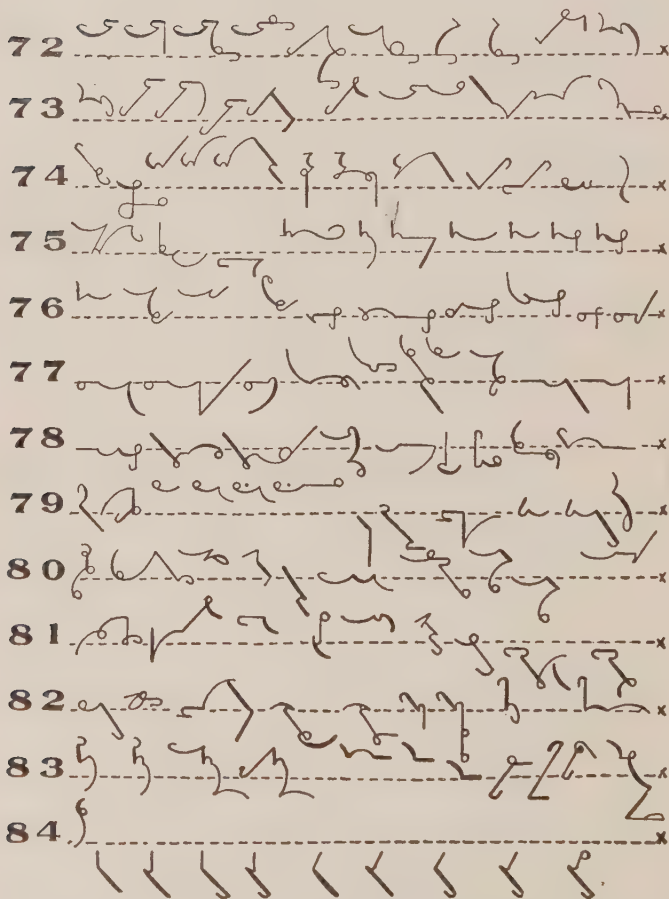
JOINED MORNING.

70 -

71 -

NOTE.—When morning is phrased the form "men" may be used in most cases to great advantage.

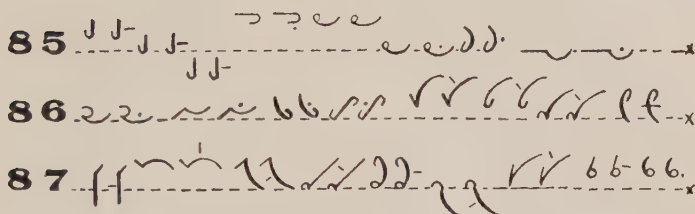
## MISCELLANEOUS PHRASES.



NOTE.—Invert the form for “you” when joined to “cannot” to make a wide distinction between “you can” and “you cannot.” See line 77, 5th phrase.



# DISTINCTION BETWEEN "DID NOT," "DIDN'T," "DO NOT," "DON'T," ETC



NOTE.—You will notice, with the exception of the words "don't," "can't" and "that's," that the distinction is made by using either the second place light dot or dash. Some vary the outline to make this distinction, but I think it better to retain the original form whenever possible.

It is very often the case that several words are written with the same outline, and in order to make their meaning perfectly clear, one of the following three methods of distinction should be observed, viz:

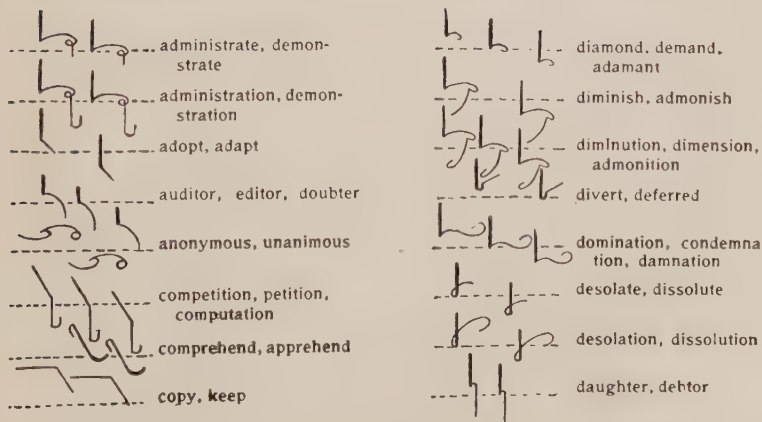
1st. By placing such words in position in accordance with their accented vowel.

2d. By varying the Consonantal Outlines.

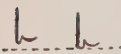



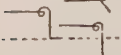





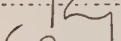









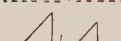
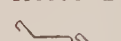
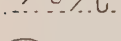


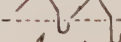












3d. By Vocalizing—inserting one or more vowels.

The first two methods of distinction, viz: "Writing in Position" and "Varying the Consonantal Outlines," are amply illustrated in the next two lessons, and the student should carefully memorize the forms contained therein.









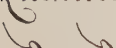





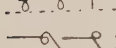
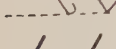

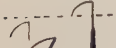



## IMPORTANT WORDS DISTINGUISHED BY POSITION














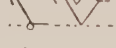
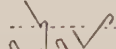




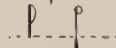



## IMPORTANT WORDS DISTINGUISHED BY POSITION

	defined, definite		immoral, moral
	except, accept		munition, mention, ammunition
	extricate, extract		notional, national
	effect, affect		obsolete, absolute
	eliminate, illuminate		peaceable, possible, passible
	elimination, illumination		prominent, permanent
	fluent, affluent		prompt, permit, promote
	giant, agent		permission, promotion
	irritate, rotate		predict, protect
	irritation, rotation		prediction, protection
	imminent, eminent		repetition, reputation
	immoderate, moderate		region, origin
	immature, mature		secession, cessation
	immaterial, material		tempt, attempt
	into, unto		undefined, indefinite
	inviolable, unavailable		unavoidable, inevitable
	indicate, induct		voluble, available
	indicted, indebted, undoubted		violent, valiant
	immortal, mortal		wait, await












# IMPORTANT WORDS DISTINGUISHED BY VARIATION OF OUTLINE.

	afraid, afford
	abandoned, abundant
	appropriate, propriety
	annual, annul
	broad, bright
	breath, birth
	defer, defray
	devotion, deviation
	favored, favorite
	frame-firm, form
	fireman, foreman
	God guide
	garden, guardian
	insult, insulate
	expression, expiration
	gentle, genteel
	latitude, altitude
	logical, illogical
	legal, illegal
	Misses, Mrs.
	monster, minister













	oppressor, pursuer, peruser
	proceed, pursued
	pertain, appertain
	purpose, perhaps
	poor, pure
	person, parson
	proportion, preparation appropriation
	portion, operation
	proffer, prefer
	pledge, apology
	present, personate
	prosper, perspire
	prosecute, persecute
	patron, pattern
	prominent, pre-eminent
	ruined, renewed
	repression, reparation
	support, separate
	study-steady-stead, staid
	train, turn
	trouble, terrible

## IMPORTANT RULES FOR CONTRACTING WORDS.

























In the following and similar cases the sounds K and G, being weak, are omitted, as:

 anxious	 distinction	 sanctity
 anxiety	 extinction	 sanction
 anguish	 languish	 unction
 distinctive	 relinquish	-----

In the following and similar cases the loop ST may be contracted to circle, as:

 custom	 lastly	 postman
 customer	 mostly	 Postmaster
 domestic	 postpone	 postscript*
 earnestness	 Post Office	 testimony

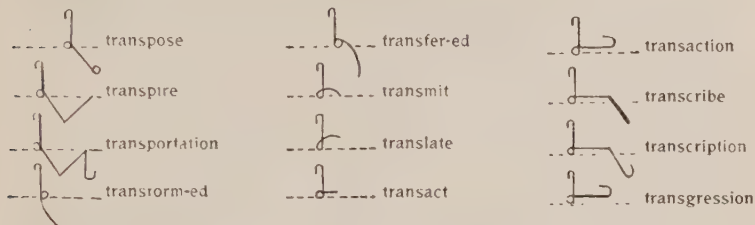
In the following and similar cases an inconvenient medial N (hook or stroke) may be omitted, as:

 abandonment	 intrinsic	 ornamental
 appointment	 legendary	 passenger
 burdensome	 merchandise	 revenge
 entertainment	 machinery	 regimental
 complimentary	 machinist	 sacramental
 elementary	 monumental	 stranger
 frantic	 messenger	 testamentary
 identical	 merchantable	 rudimentary

NOTE.—In such cases where "skr" follows P or B the R Hook may be omitted.

## IMPORTANT RULES FOR CONTRACTING WORDS.

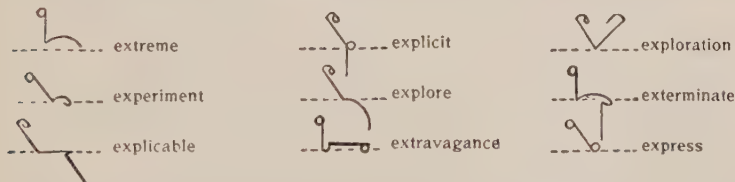
In the following and similar cases the N Hook may be omitted from the prefix TRANS and the form TRAS substituted, as:



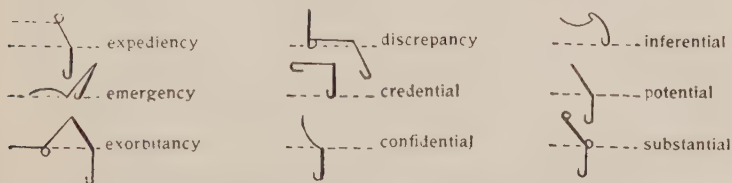
In the following and similar cases INTER-INTRO and ENTER may be indicated by a half length stroke N joined, as:



In the following and similar cases the stroke K may be omitted before triple consonants, as:



In the following and similar cases the syllables CY and TIAL-LY-TIATE-TIATION may be omitted after an N Hook, as:







In the following and similar cases the sound EST after half-length strokes may be indicated by the loop ST, as:





# IMPORTANT RULES FOR CONTRACTING WORDS.


In the following and similar cases FUL may be indicated by a stroke F or an F Hook, as:


 peaceful  
 successful


 careful  
 joyful

 pitiful  
 revengeful

In the following and similar cases where a word ends with FACTION-IFICATION the stroke K may be omitted, as:

 gratification


 mystification.

 qualification

 identification

 purification

 ratification


 justification

 petrification

 specification


 mortification

 putrefaction

 sanctification


In the following and similar cases where a word ends with SCRIBE-D, SCRIPTIVE the stroke P may be omitted, as:

 prescription

 subscription

 inscriptive

 proscription


 superscription

 proscriptive

In the following and similar cases FICIENT-LY-CE-CY may be indicated by a stroke ISH, as:

 efficient-ly-cy

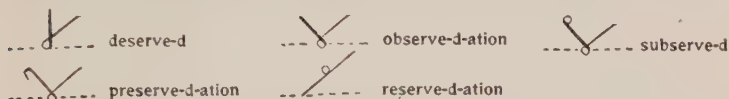
 proficient-ly-cy

 sufficient-ly-cy

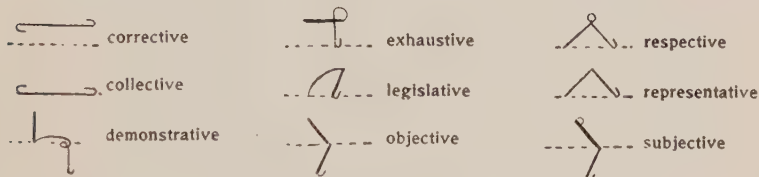
 deficient-ly-cy

## IMPORTANT RULES FOR CONTRACTING WORDS.

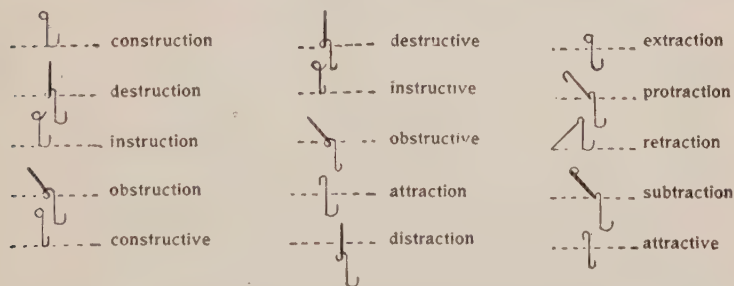
In the following and similar cases the V Hook may be omitted and the affix SERVE-D-ATION, etc., understood, as:



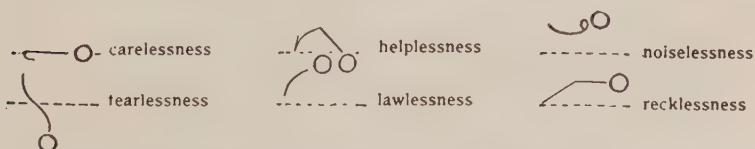
In the following and similar cases TIVE may be represented by the V Hook, as:



In the following and similar cases where a word ends with STRUCTION-STRUCTIVE or TRACTION-TRACTIVE the stroke K may be omitted, as:



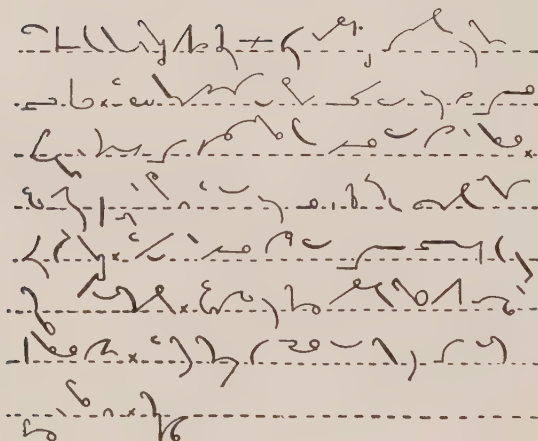
The termination LESSNESS may be represented by a disjoined SES placed at the end of the word, as:



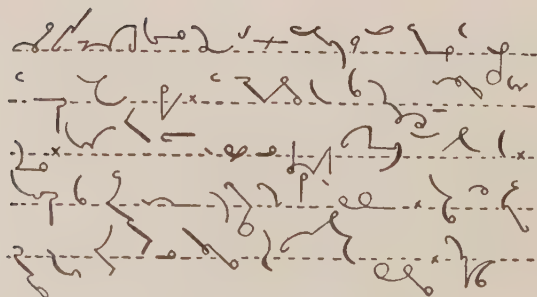
NOTE.—The prefixes COM-CON and CIRCUM and the affix ING are sometimes omitted in rapid writing, as well as the stroke D in many cases to form past tenses, where the legibility of the notes would not be endangered.

## LETTERS.

22



23

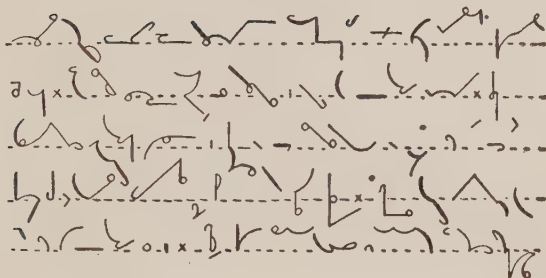


NOTE.—For Key to the Letters, see Part II.

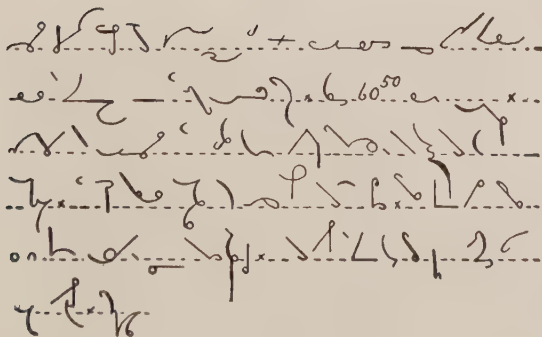


LETTERS.

24

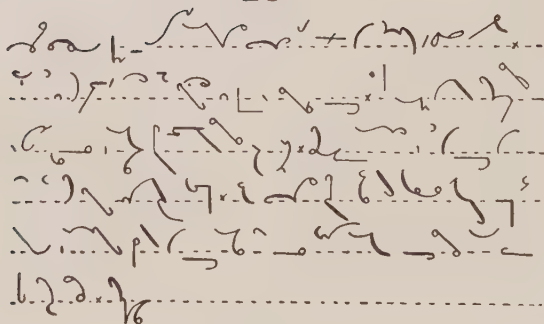


25

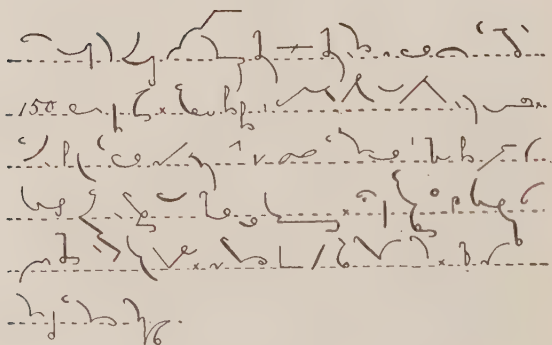


## LETTERS.

26



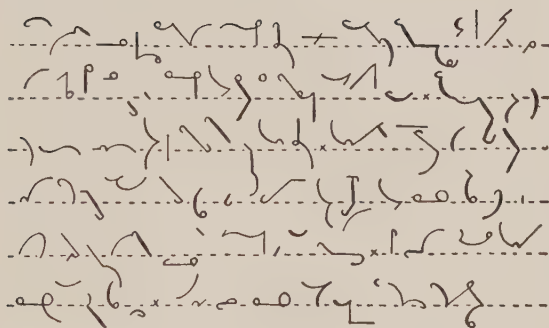
27



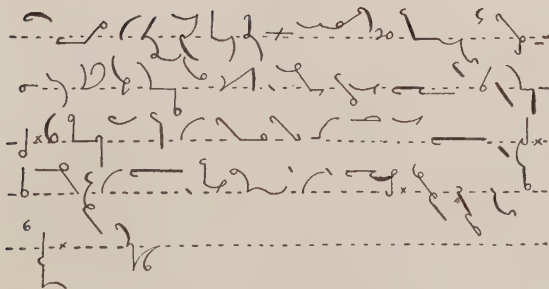
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

28

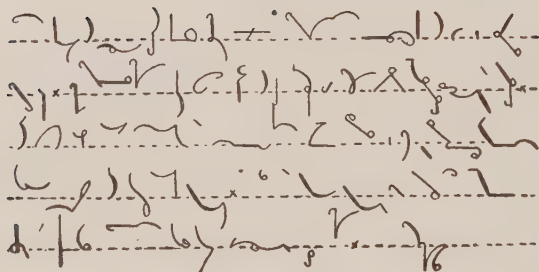


29

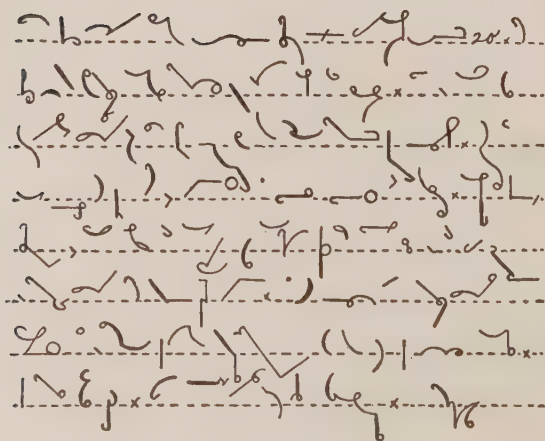


## LETTERS.

30



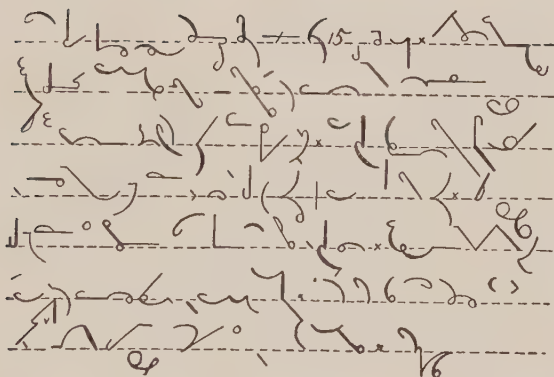
31



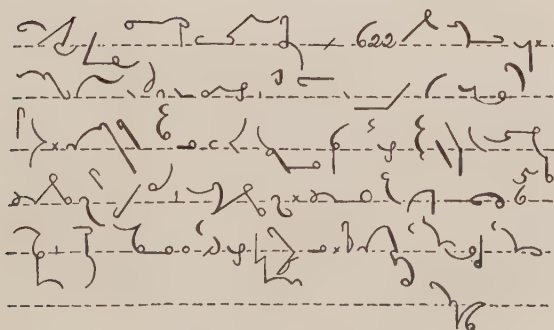
NOTE.—For Key to the Letters, see Part II.

LETTERS.

32

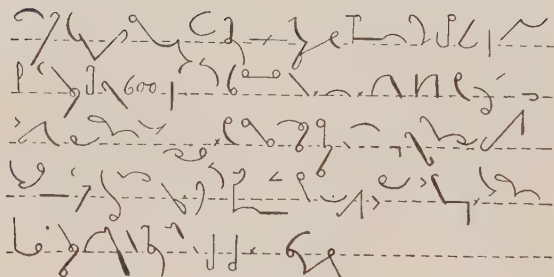


33



## LETTERS.

## 34



## MONTHS OF THE YEAR.

 January

 February


 March

 April

 May

 June

 July

 August

 September

 October

 November.

 December



















NOTE.—For Key to the Letters, see Part II

# IMPORTANT FORMS AND LOGOGRAMS UNDER THE DOUBLING PRINCIPLE.

	feature, if their-there, if they are*		show-shall their-there
	for their-there, for they are		issue their
	father, future		alter, lie there
	of their		later, letter, lay-will there
	have their, voter		latter, allow their
	however-view their, however they are		later than
	theater		order, or their-there
	think their, think they are		are their-there
	thank their		rather
	thither		rather than
	the other		meter, miter
	though their-there, though they are		mother
	see-saw their		matter
	so-say their-there, so-say they are		entire, neither, any other, in their
	sue their		enter, another, know their
	is their-there		no other, knew-own their
	was their-there		entire session
	as-has their-there, use there		eccentric-ity
	wish their-there		modern











\*NOTE.—The doubling principle in phrasing expresses THEIR-THERE, OTHER, THEY ARE and sometimes WHETHER.

## IMPORTANT FORMS AND LOGOGRAMS UNDER THE DOUBLING PRINCIPLE.

	younger		over their-there
	longer, anger-y		every other
	water		whoever their-there, whoever they are
	weather, waiter		winter, when their- there, when they are
	free-offer their-there		wonder-ful-ly
	further, from their- there		winter-session
	further than		smother, some other
	farther		smoother
	farther than		some other session

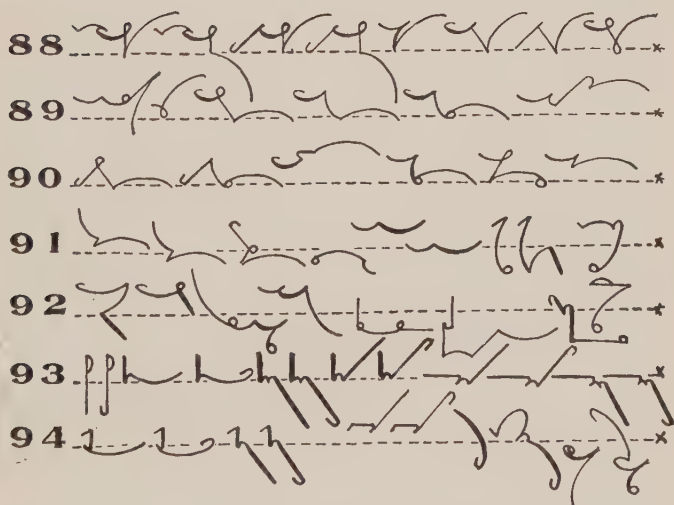
## LENGTHENED STRAIGHT STROKES TO ADD "TER" OR "DER."

As a rule it is not well to lengthen straight strokes to add TER or DER, but it may be done in the following cases with perfect safety:

	writer		operator
	inspector		typewriter
	director		educator
	conductor		exhorter
	separator		headquarters



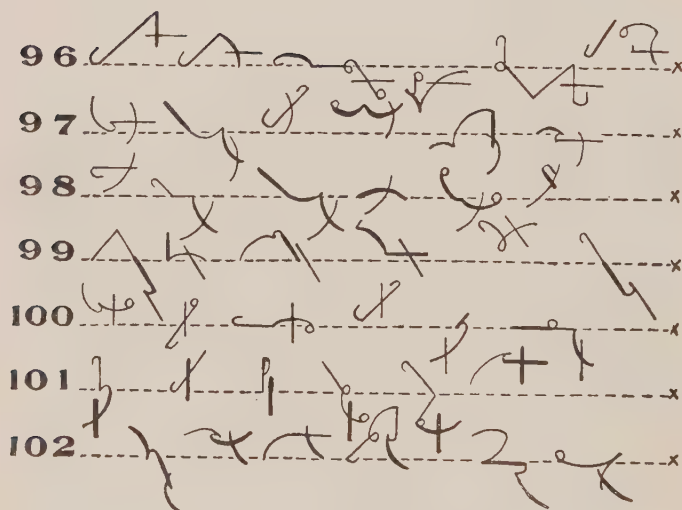
PHRASES UNDER THE DOUBLING PRINCIPLE.



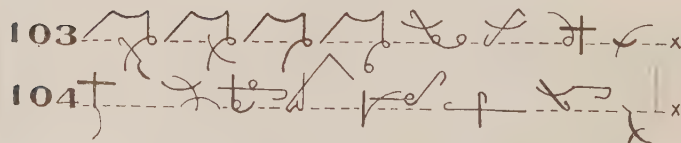
OR OTHER may be represented by lengthening in the following manner :



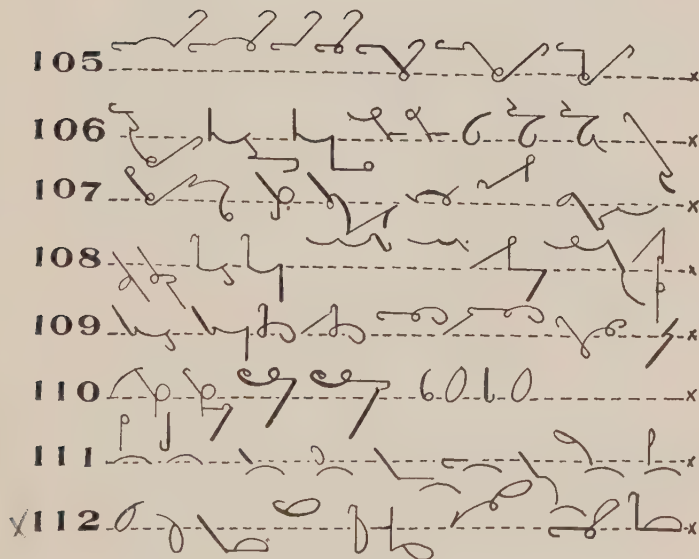
## INTERSECTED PHRASES.



## OTHER INTERSECTED PHRASES.



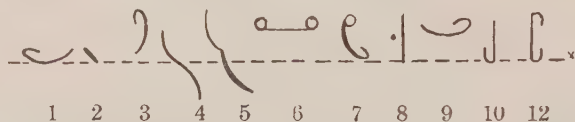
## MISCELLANEOUS PHRASES.



NOTE.—It is very convenient in many cases to phrase STORE by using a STR loop; and the word ROOM may be represented in many cases by a disjoined M placed under and to the right. See lines 111 and 112.

## FIGURES AND FRACTIONS

The figures in line 1 when standing alone should always be written in Shorthand, but in all other cases it is best to use the Arabic Characters.



The word OR in such expressions as "three or four," "four or five," etc., may be expressed by writing the last figure directly under the first, as:

3	4	5	6	8
4	5	6	7	10

The words FROM TO in such expressions as "from two to three," "from three to four," et., may be expressed by writing a dash between the two figures, as:

2-3	3-4	5-6	10-12	20-30
-----	-----	-----	-------	-------

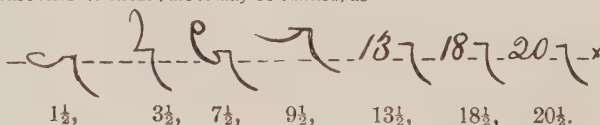
DOLLARS and CENTS may be expressed by writing the figures for dollars in the second position and those for cents in the first position, as:

40	50	25	10
6	8	10	24

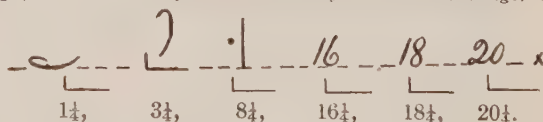
FEET and INCHES may be expressed by writing the figures for feet in the second position and those for inches in the third, as:

12	8	16	24
8	4	10	8

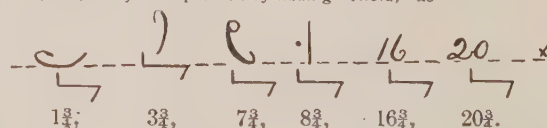
The phrase AND-A-HALF, the A may be omitted, as



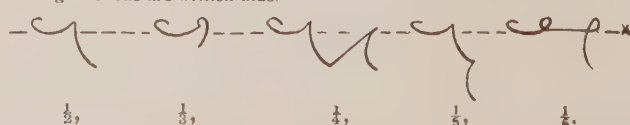
In phrasing QUARTER, the disjoined stroke K may be used to advantage, as:



THREE-QUARTERS may be expressed by adding "choid," as:

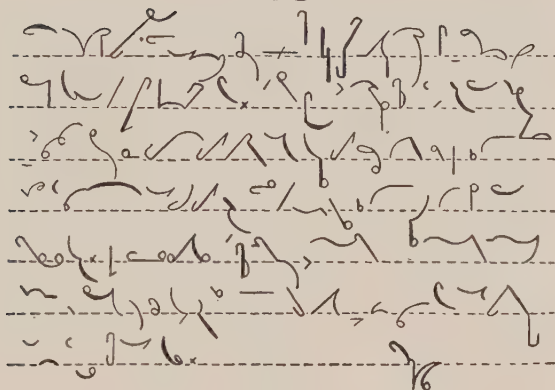


The following fractions are written thus:

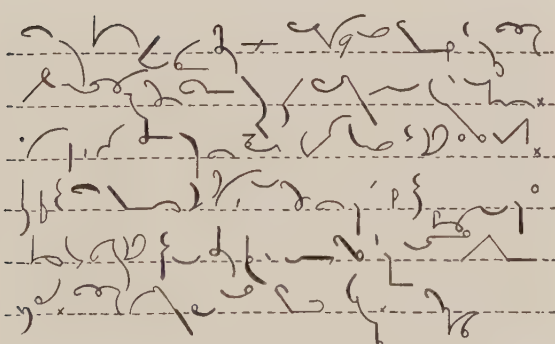


## LETTERS.

35



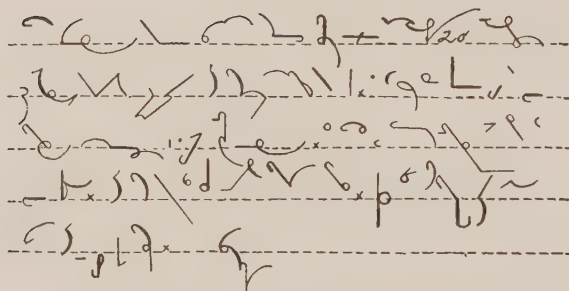
36



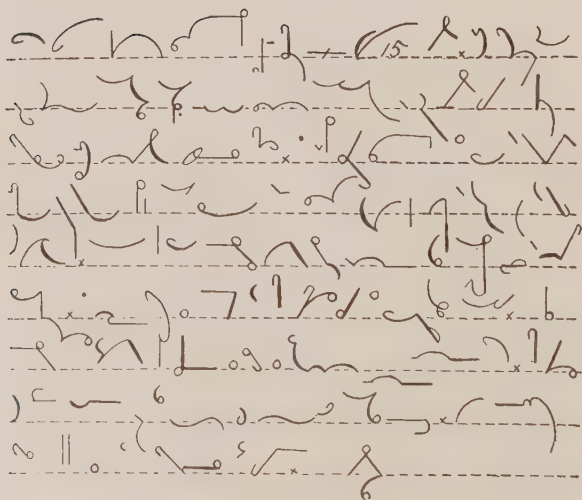
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

37



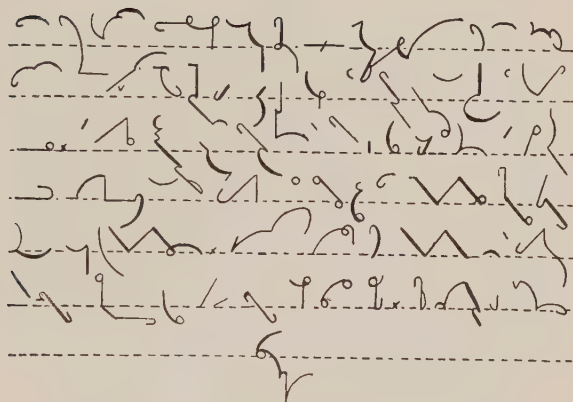
38



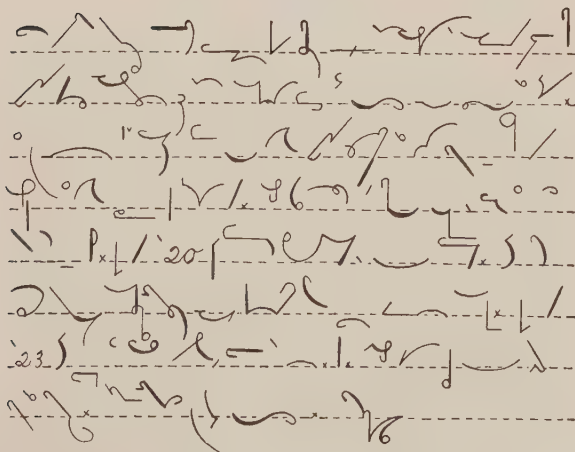
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

39



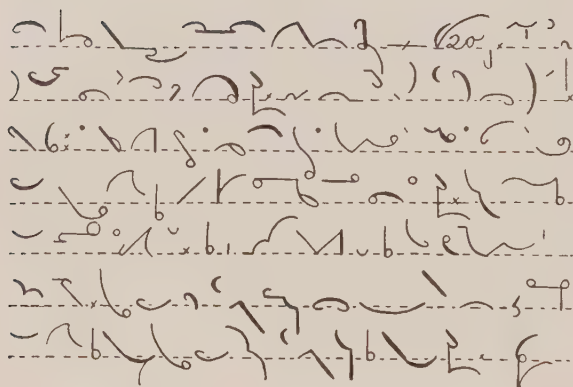
40



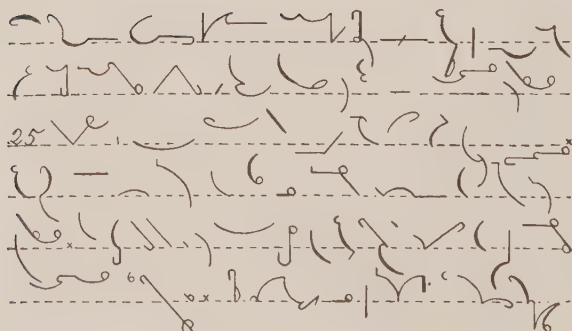
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

41



42



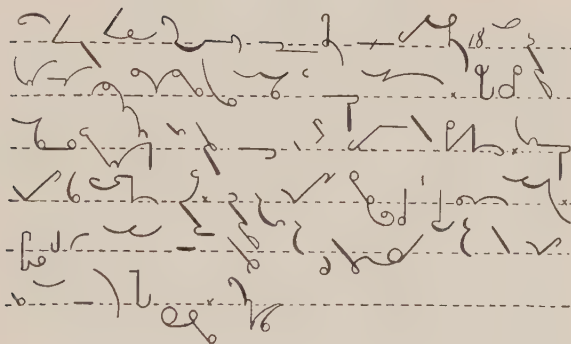
NOTE.—For Key to the Letters, see Part II.



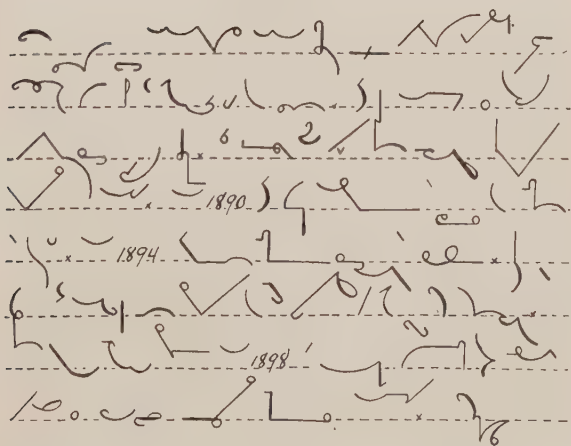
## LETTERS.

y

43



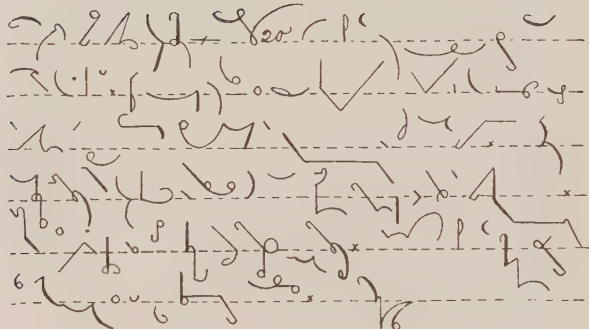
44



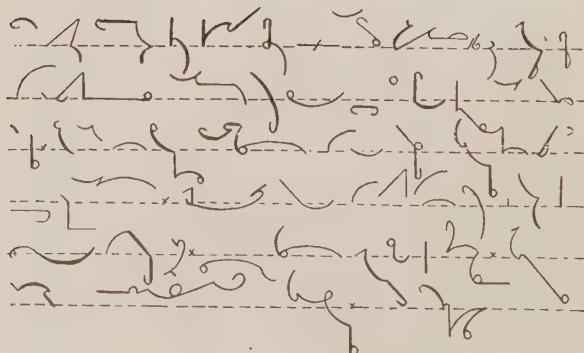
NOTE.—For Key to the Letters, see Part II.

## LETTERS.

45



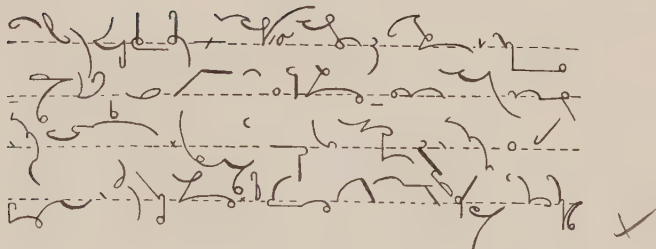
46



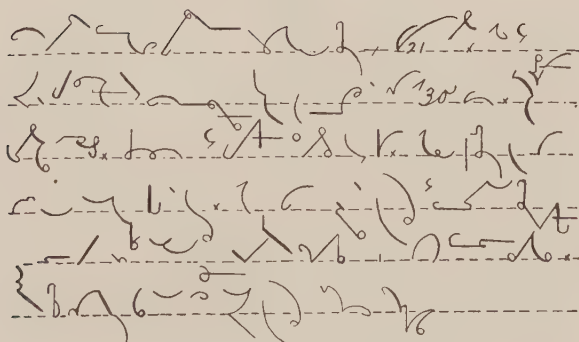
NOTE.—For Key to the Letters, see Part II.

LETTERS.

47

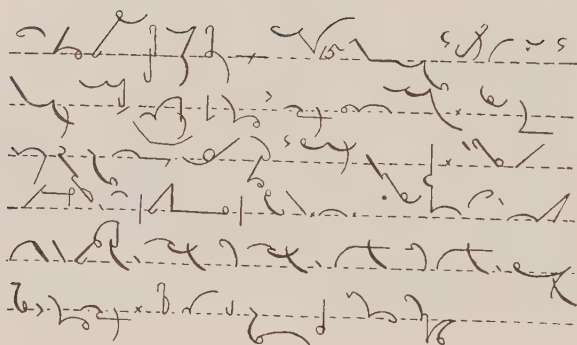


48

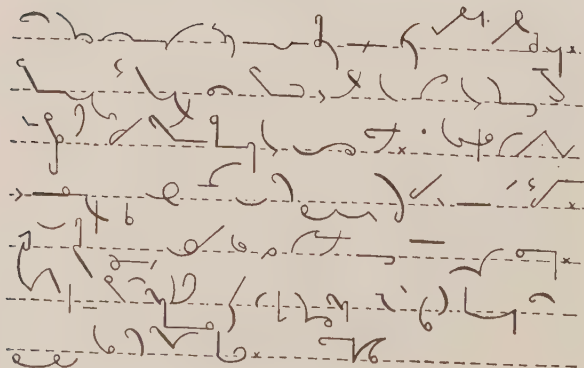


## LETTERS.

49



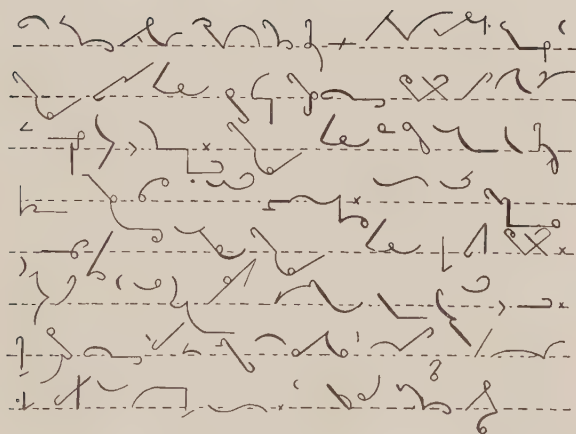
50



NOTE.—For Key to the Letters, see Part II.

LETTERS.

51



NOTE.—For Key to the Letters, see Part II.

## **COURT REPORTING.**

### **MANNER OF TAKING NOTES.**

The student will find that reporters' note books usually have a marginal line to the left of the page for the purpose of separating questions and answers. The question should begin to the left of this line. If the question occupy two or more lines, the second line and every one thereafter in that question should be written to the right of the marginal line. The reporter is very often called upon to turn back several pages and read certain questions, and by commencing each question to the left of the marginal line, no trouble will be experienced in finding the proper question. The answers should begin about the center of the page and be written down and to the right. (See next page). If the question is short the answer may begin on the same line.

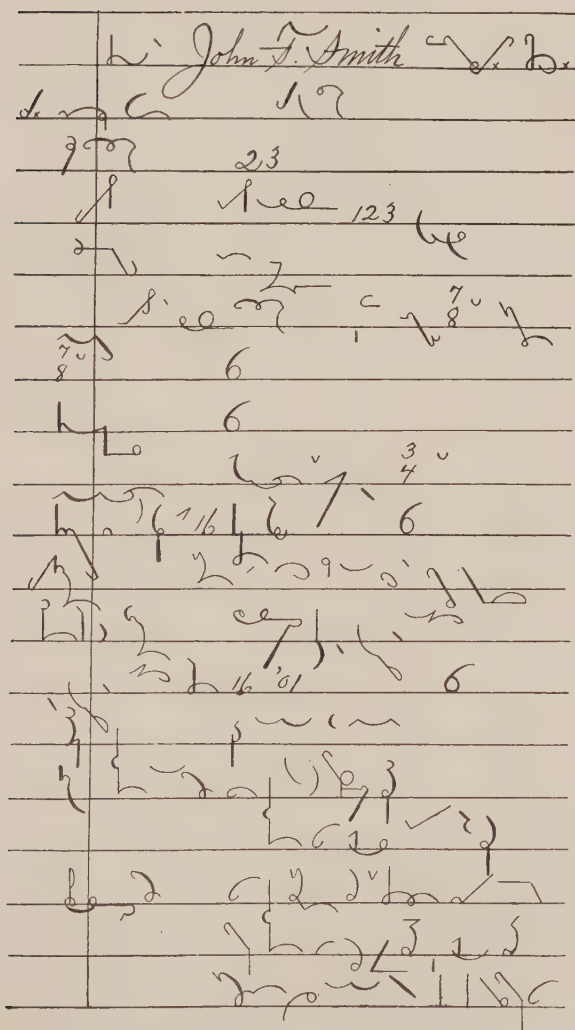
### **MANNER OF TRANSCRIBING NOTES**

As a rule, reporters have no time to lose in transcribing their notes, and therefore, use the simplest forms in getting out their transcripts. The following form seems to be the most popular:

Write the "Q" for question at the margin of the machine, or wherever the marginal stop may be set. If the question occupy two or more lines, bring the second and following lines back to the margin under "Q," etc. Remember, the "Q" for question is always placed at the margin. The letter "A" for answer usually follows on the same line with the question, although some prefer it on a separate line.

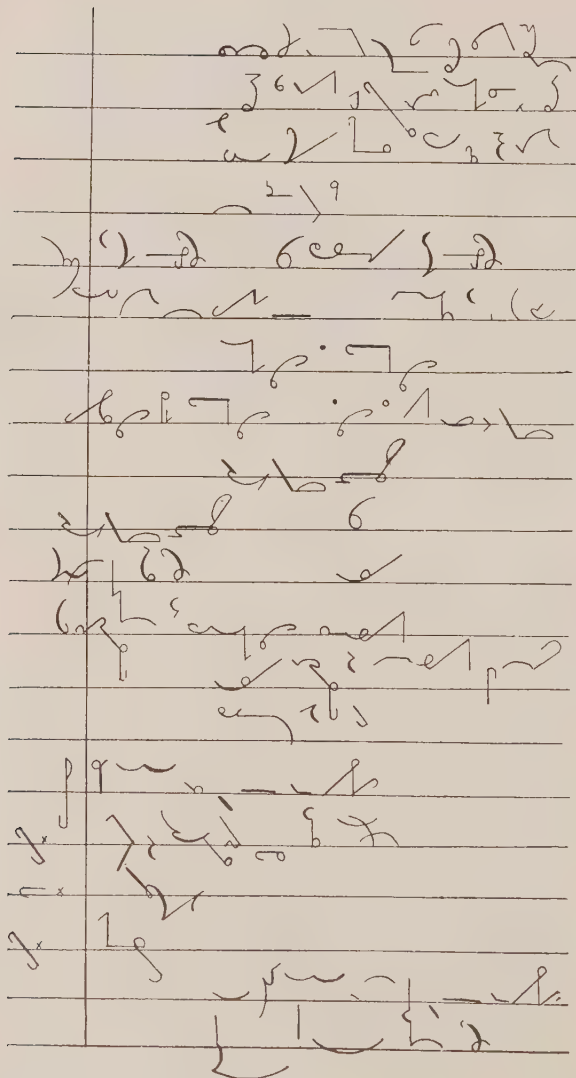
The names of Counsel and Court may be indented uniformly five spaces from marginal stop. (See testimony in Part II).

TESTIMONY.



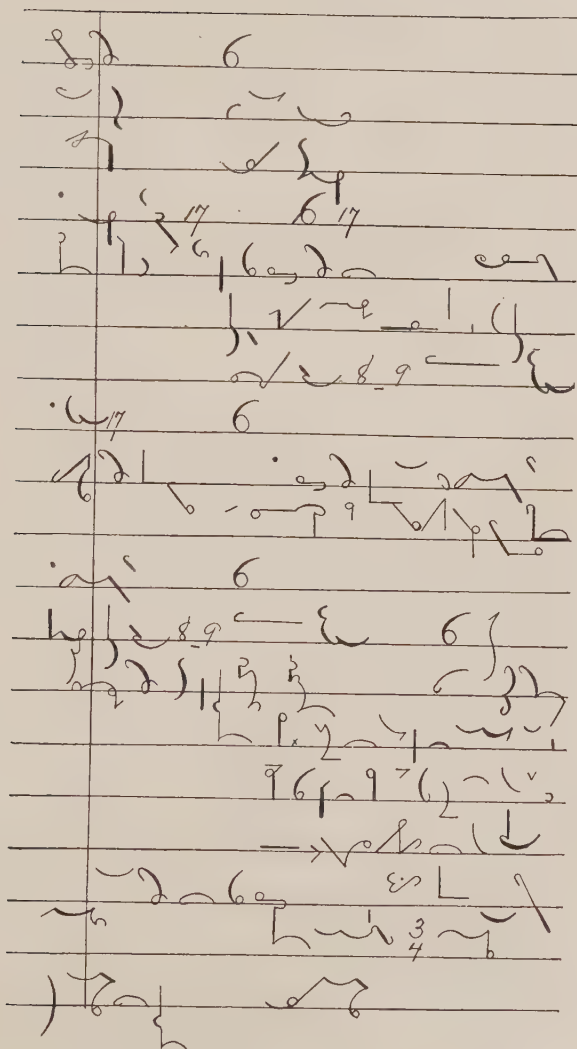
NOTE.—For Key to the Testimony, see Part II.

## TESTIMONY.






TESTIMONY.






## LAND DESCRIPTIONS



 north


 south


 east


 west


 northeast


 southeast


 northeast quarter\*


 southeast quarter



 northwest quarter


 southwest quarter\*


 northeast quarter of section


 southeast quarter of section


 northwest quarter of section


 southwest quarter of section



 northern


 southern


 eastern



 western



 northerly



 southerly



 easterly



 westerly


 northeasterly



 southeasterly



 northwesterly


 southwesterly


 northeasterly



 southeasterly


 northwesterly


 southwesterly


 northeastward


 southeastward


 northwestward



 southwestward



 northward


 southward


 eastward



 westward


 quarter sec or  
quarter of sec †


 situate, lying  
and being


 between sections


 lying and being

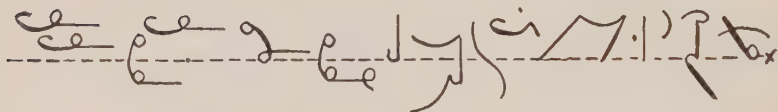

 center of sec.


 base and meridian

\*NOTE.—in these phrases the words EAST and SOUTH are represented by the circle S and the word QUARTER by the stroke K.

†Whenever the word SECTION occurs in writing Land Descriptions it can be conveniently represented, in most cases, by the circle S in combination with a backward Shun Hook.

## ILLUSTRATION AND EXPLANATION OF LAND DESCRIPTIONS.



The connective phrase "of the" is indicated by writing words and phrases between which it occurs close to each other.

### KEY TO THE ABOVE.

"The Northeast Quarter of the Northeast Quarter; the Southeast Quarter of the Northeast Quarter; the Southwest Quarter of the Southeast Quarter of Section ten, in Township four North of Range eight East, Mt. Diablo Base and Meridian."

A Township is 36 sections, each a mile square. A section is 640 acres. A quarter section, half a mile square, is 160 acres. A sixteenth section, a quarter of a mile square, is 40 acres. You will notice that the sections are all numbered from 1 to 36, commencing at the Northeast corner, thus:

Tp. 4 N., R. 8 E.

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

Section 10

			⊗
			▲
		●	

The Land Description given above is indicated in the diagram. The diagram to the left, we will say, is Township 4 N., R. 8 E., of Mt. Diablo Base and Meridian. The diagram to the right represents Section 10 in said Township and is divided into 40 acre tracts. The space marked (⊗) would be read, the Northeast Quarter of the Northeast Quarter; the space marked (▲) would be read the Southeast Quarter of the Northeast Quarter, and the space marked (●) would be read, the Southwest Quarter of the Southeast Quarter, all of Section 10.

## PART II.

## HOW TO CONDUCT AN ORAL RECITATION IN SHORTHAND.

If the teacher insists upon the student pronouncing the strokes and various appendages as given below, in conducting an oral recitation on the shorthand forms, logograms, contractions and phrases, he will save much time and labor, and the work will prove interesting and instructive

OIDS, OR  VOWEL  LOGOGRAMS.	An "oid" represents a quarter length stroke. The figures indicate the position, and in recitation may be conveniently spoken of as one, two or three. The vowel logograms may be pronounced as follows: <table><tr><td>of-poid 1</td><td>I-poid-roid 1</td><td>would-soid 2</td></tr><tr><td>to-poid 2</td><td>how-roid-poid 2</td><td>ye-year-noid 1</td></tr><tr><td>or-toid 1</td><td>he-choid 1</td><td>yet-noid 2</td></tr><tr><td>but-toid 2</td><td>we-with-thoid 1</td><td>beyond-moid 1</td></tr><tr><td>on-roid 1</td><td>were-thoid 2</td><td>you-moid 2</td></tr><tr><td>should-roid 2</td><td>what-soid 1</td><td></td></tr></table>	of-poid 1	I-poid-roid 1	would-soid 2	to-poid 2	how-roid-poid 2	ye-year-noid 1	or-toid 1	he-choid 1	yet-noid 2	but-toid 2	we-with-thoid 1	beyond-moid 1	on-roid 1	were-thoid 2	you-moid 2	should-roid 2	what-soid 1	
of-poid 1	I-poid-roid 1	would-soid 2																	
to-poid 2	how-roid-poid 2	ye-year-noid 1																	
or-toid 1	he-choid 1	yet-noid 2																	
but-toid 2	we-with-thoid 1	beyond-moid 1																	
on-roid 1	were-thoid 2	you-moid 2																	
should-roid 2	what-soid 1																		
CIRCLES S-SES.	The circle S may be pronounced ISS to distinguish it from the stroke form; and the large circle may be pronounced SES.																		
LOOPS ST-STR.	The loop ST may be pronounced STEH, and the large loop STUR.																		
HOOKS N, F-V AND SHUN.	The final hooks N, F-V and SHUN are pronounced with the consonant to which they are attached, as: Pen, ben, ten; pef, bef, def; p-shun, b-shun, t-shun, d-shun, etc. The contracted NS circle attached to straight strokes may be pronounced: Pens, bens, tens, dens, etc.																		
HOOKS  W,  L AND R.	The small W hook may be pronounced with the strokes, as: Well, were, wem and wen. The large W hook may be pronounced: Tway, Dway, Kway and Gway. The L hook may be pronounced: Pul, bul, tul, dul, chul, jul, kul, gul, etc. The R hook may be pronounced: Pur, bur, tur, dur, chur, jur, kur, gur, etc.																		
STRAIGHT TRIPLE R HOOKS.	The straight triple consonants of the R hook series may be pronounced: Spur, sbur, stur, sdur, schur, sjur, skur, sgur.																		
HALF LENGTH STROKES.	Half length strokes may be pronounced: Pet, bed, tet, ded, chet, jed, ket, ged, fet, ved, thet, dhed, set, zed, shet, zhed, let, led, art, ard, met, med, net, ned, het, ret.																		
DOUBLE STROKES.	Double length strokes may be pronounced: Lengthened Lay, lengthened M, etc.																		

## HOW TO MASTER THE FORMS, LOGOGRAMS AND CONTRACTIONS.

It is not at all difficult to master the forms, logograms and contractions contained in this book, if the student goes about it properly. Let the following plan be adopted:

1. Read over the page or pages assigned to you, carefully inspecting the characters and analyzing them phonetically to see that the different positions and principles of abbreviation are understood. If a form is written out of position, you will find a reason for it by referring to the article on "Position Writing."

2. To test your acquaintance in reading the shorthand signs, take a little slip of paper or cardboard and place it over the printed column, and try to recall the word or words the character represents. When you have done this, slide the paper just enough to see whether or not you are correct, and go right down the column in this manner. If mistakes are made in thus reading, pursue the same method until you can read every word in that column, and so on throughout the remaining exercises.

3. To test your acquaintance in writing the shorthand signs, place the slip of paper or cardboard over the shorthand characters and write the words of the entire column, and then compare your work with the engraved shorthand. If mistakes are found, pursue the same method until every word in that column can be correctly written.

After the lesson has been prepared by the student in this manner, the teacher should proceed as follows:

1. State the word or words and let the student answer by naming the outline and position, according to the directions on the preceding page.

2. When the list has been gone over in this manner, reverse the order by stating the outline and position, calling upon the student to name the word or words.

3. Then proceed to dictate the words to the student, gradually increasing the speed until the characters can be written rapidly and accurately.

It is not a difficult task to learn the lists of contracted forms if you bear in mind that the majority of contractions are formed as follows:

1. A combination of the first two consonants,
2. A combination of the first three or four consonant,
3. A combination of the first two and last consonants, or
4. A combination of the first and last consonants.

A contraction is "the omission of that part of a word which is least suggestive to the eye in reading, or which is most difficult to the hand in writing."

## DIRECTIONS TO STUDENTS.

When phrase writing is taken up in Part I, and as each page is mastered, the student should make a transcript of same on the typewriter from his shorthand notes, as per sample on next page. Place the name at the upper left-hand corner, and on the same line to the right, the place of residence and date. Write six lines of each phrase, single space, and then between each set of phrases make a double space, and so on until the page is completed. You should always look over your work and if any errors are found, rewrite or correct the page. Never hand in a page to your teacher unless you are certain there are no errors. When a lesson in letter writing is taken up in Part I, and the shorthand is thoroughly mastered, then make a transcript of same on the typewriter from your shorthand notes. Read the article on letter writing in Part II, so you will be sure to get the correct form. Write each letter three times, using your own heading. By writing the letters single space you will be able to get three on a page. Remember, do not hand in unless you are absolutely certain they are free from errors. It will take some time to get out the work on the typewriter in this manner, but while the logograms and contractions are being taken up in Part I, you will have ample time to complete your typewriting before the next set of phrases or letters are reached. Accuracy in typewriting is what you should strive for, and by constant repetition, writing the phrases and letters over many, many times, speed will soon be acquired. When you have combined speed and accuracy, the goal will have been reached.



Henry Brown.

Stockton, Cal., June 20, 1902 .

[illegible]

I think you I think you I think you I think you I think you I think you I think you I think  
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[illegible][illegible][illegible]

## KEY TO PHRASES IN PART I.

1. I think, I think you, I think you will, I think you are, I think you may, I think you may be, I think you must, I think you must be, I think so, I think it is.

2. I think it is impossible, I thank you, I shall, I shall be, I shall have, I shall do, I have said, I have just, I have seen them, I know.

3. I hope you will, I hope you are, I hope you will be, I beg to acknowledge, I beg to thank you, I beg to say, I beg to advise, I beg to inform you.

4. I am, I am sorry, I am anxious, I must, I must be, I must have, I may receive, I must receive, I must acknowledge.

5. I will, I will do, I will have, I will be, I am informed, I am ready, I may as well, I may-am also, I may be wrong.

6. I see-saw, I so-say, I say so, I ask, I was going, I was much, I saw him, I saw them, I was informed.

7. He was, and he was, he will, he will be, he must, he must be, he may be, he may be right, he may be wrong.

8. He is, he has, he would, he would have, he would do, he should be, thinks he would, if he would, for he would, if he is-has, for he is-has, which he knows, as long as he-the, as soon as he-the.

9. You may, you may as well, you must, you must be, you must have, you may be, you may be right, you may be wrong.

10. You will, you will do, you will have, you will be, you are, you have, you have seen, you should, you should be, you should do, you should have, you should have seen.

11. We have, we have seen, we have seen them, we have said, we think, we think you are, we think you will, we think so, we think you may, we have this day.

12. We shall, we shall be, we shall have, we thank you, we have yours, with them, with these, with this, with those, we hope you will.

13. We do, we had, we beg to acknowledge, we beg to thank you, we beg to say, we beg to advise, we beg to inform you.

14. It is-has, it must, it must be, it is manifest, it is important, it is impossible, it may be, it may be as well, it may be said, it is necessary.

15. It is-has just, it is safe, it is said, it was, it was impossible, it is so, it is a long time, it is-has now, it is no use, it should be, it may have.

## KEY TO PHRASES IN PART I.

16. Take us, save us, leave us, love us, for us, with us, of us, to us, allow us, make us, give us, on us.

17. As far as, so far as, as fast as, as fast as possible, as soon as, as soon as possible, just as, as much as, as large as, inasmuch as, as well as, as early as, as long as.

18. This week, next week, last week, a few weeks, a few weeks ago, next few weeks, some weeks ago.

19. At the time, at any time, at the same time, for the first time, for a long time, this time, a long time, a long time ago, in time, by this time, several times.

20. State of the case, several of the parties, many of the circumstances, subject of the speech, importance of the subject, salvation of the country, a memorandum of the maximum.

21. Today, tomorrow, of which, to which, to them, to-wit, to do so, of your, to your, for your, in your city, will you, would have seen.

22. For the sum, at the same rate, in this city, receipt of the same, in this case, in his office, if you will be, First National Bank, circumstances of the case, peculiar circumstances of the case.

23. By the way, which you have, bill of sale, invoice and bill of lading, in such cases, in such a case, bill of exchange, in stock, in so doing.

24. Way-bill, a few days, a few days ago, all right, so as to, would say, so much, how much, as the case may be, in each case, in which case, in this country.

25. Anything, anything else, past due, long past due, in any way, in no way, at last, at least, which is now, for the purpose, to become.

26. On this subject, in this suit, what was said, what was he doing, Justice of the Peace, f.o.b., O. K., it seems to me, the first thing, the first subject, per annum.

27. So long as, per cent. per annum, per cent. per month, on you, should you, how you, yours truly, yours faithfully, faithfully yours, respectfully yours, yours respectfully, sincerely yours.

28. I have been, I have done, I have taken, I have known, I have known him, I had been, we have done, we have been, we had been, you can.

29. You can be, you can have, you should have been, has been, it has been, it has been done, it has been said, it can, it can be, it is known.

## KEY TO PHRASES IN PART I.

30. He has been, he has done, he had been, he can, he can be, he can do, would have been, thinks he can, at one time, in the meantime.

31. Less than, nothing less than, faster than, lower than, as soon as you can, as well as you can, as fast as you can, as far as you can, if you can, for instance.

32. Receipt in full, again and again, within a few days, within the next few days, what do you mean to say, what do you mean by, of your own knowledge, duly sworn, being duly sworn, being first duly sworn.

33. At the rate of, to which you refer, in which you refer, to whom you refer, do you refer, who have, who have been, which have been, which have done, we hope to have, I am aware.

34. We will be, we will have, we will do, we must be, we must have, we must try, we may as well, with him you may, with whom you may, with whom you are.

35. We must request you, with enclosure, when you, one or two, one thousand dollars, one of the most, one of the best, one of the worst, with your request.

36. As quick as, in the meanwhile, we are sorry, we are positive, we write, we wrote, with respect, with reference, we require, we mail you.

37. For the sake of, when he is-has, in this action, in said action, cause of action, take an exception, by way of illustration, in his investigation.

38. I will be pleased, we will be pleased, I am pleased, we are pleased, we shall be pleased, should be pleased, would be pleased, I enclose you, we enclose you, it is difficult.

39. It is likely, it is most likely, it is only necessary, in all such cases, in all cases, in relation, please advise, please advise us.

40. By all means, it is possible, in the first place, in the next place, in the last place, first class, with all and singular; sign, seal and deliver the same, it will be impossible, at length.

41. In receipt, I am in receipt, I am in receipt of yours, I am in receipt of your favor, we are in receipt, we are in receipt of yours, we are in receipt of your favor.

42. In reply, in reply to yours, in reply to your favor, replying to yours, replying to your favor, in response, in response to your favor, in response to same.

## KEY TO PHRASES IN PART I.

43. In answer to your favor, receipt of your favor, your favor, please favor us, I am very much, I presume you are, I am very sorry, I am very sure.

44. I assure you, I am surprised, I expect to prove, I am perfectly, we will try to have, we are very sorry, we will take pleasure, we are now.

45. You may be sure, you will be sure, you must remember, you will try, you will probably, you will favor us, and favor us, in his favor, you surely.

46. It is true, it is perhaps, very much, there is much, two or three, two or three days, two or three days ago, two or three weeks, two or three weeks ago, two or three months, two or three months ago.

47. Two or three years, two or three years ago, as per your request, at our request, which are most likely, at owner's risk, at the same price.

48. To be the same person, f. o. b. cars, more or less, are you sure, list price, of all and every, hear from you, by express, per month, of course, of course it is.

49. In the course of a few days, quicker than, sooner than, nearer than, as near as you can, state as near as you can, in this manner, in the same manner, in such a manner as to.

50. In any manner, in our investigation, in some, in some cases, in some respects, in some instances, in some measure, in some degree.

51. In our opinion, there has been, there must be, there should be, there are several, there can be, they are acknowledged, they are expected, they are known, they are unable, who are.

52. In other respects, in every respect, if your Honor please, do you remember the circumstances, coin of the United States of America, very likely, newspaper.

53. Dear Sir, very truly yours, yours very truly, cordially yours, very respectfully yours, yours very respectfully.

54. I find, I found, I have not, I have not been, I have tried, I have no doubt, I understand, I understood, I understand you to say, I understood you to say.

55. I intend, I need not say, I cannot, I cannot say, I could not, I could not say, I could not swear, I could not tell you, I did not, I do not, I had not.

56. I did not intend, I do not intend, I did not know, I do not know, I do not think so, I did not understand, I do not understand, I have received, I have just received.

## KEY TO PHRASES IN PART I.

57. I have sent, I beg to state, I beg to hand you, I don't recollect, I don't remember, I shall be glad, I am very glad, I am inclined.

58. I am afraid, I am certain, I am able to, I am aware of the fact, I am not positive, I will not, I will not be able to, I trust that.

59. He will not, he will not be, he will not have, he could, he could not, he could not be, he could not have, he cannot, he cannot be, he cannot have, didn't he say.

60. He would have, he would be, he would not, he would not be, he would not have, he has not been, he might, he might as well, he told us, he told them, he did not, he did not know, he had not. he was not.

61. You will not, you will not be, you will not have, you will find, you may not, you may not be, you will please find, you must not think, you will understand, you may be certain.

62. We find, we have not, we have not been, we have not heard, we have not received, we have made you, we think you will find, we think that, we think you will be able to.

63. We did, we did not, we do not, we had not, we did not know, we do not know, we do not think you are, we do not doubt, we shall be glad, we shall be favored.

64. We are inclined, we are certain, we trust you will find, we will not be able to, we might as well, we note.

65. It will not, it will not be, it cannot, it cannot be, it could not, it could not be, it is-has not, it has not been, it was not, it should not, it should not be, it is not known, it is no doubt.

66. At that time, at the present time, behind time, a short time, sometime ago, by that time, at all times, at all times willing, at times, our time.

67. Let us, let us hear from you, let us consider, let us proceed, let us have, send us, please send us, let us be, let us remember, let us know.

68. As good as, as great as, as hard as, as loud as, as old as, as I understand it, as it would be, as it should be, as it may be, as it is, as it is impossible, as it is important, as it may be necessary.

69. How long, how long after, how long were you, how long was it, how long ago, how long have you been, how long have you known him, how long have you lived, how far, how do you know.



## KEY TO PHRASES IN PART I.

70. Sunday morning, Monday morning, Tuesday morning, Wednesday morning, Thursday morning, Friday morning, Saturday morning.
71. This morning, that morning, yesterday morning, in the morning, on the morning, after the morning, by the morning, when the morning.
72. In regard-to, in regard to it, in regard to this account, in regard to his account, with reference to your account, in reference to his account, of your account, of this account, of recent date, esteemed favor.
73. Esteemed friend, we regret, we regret to say, we-with regard, we are obliged, we received, in accordance, by return mail, free on board cars.
74. Please find, under the circumstances of the case, that you are, that you will, that you will be able, that you will be able to, and that the said, and that the same is true, and that he will be, better than, greater than, send you, so that.
75. In which you will find, it is not only, car load, did you see-say, did you acknowledge, did you know, did you not, did you not state, did you understand.
76. Did he not, in this world, in the world, civilized world, to a great extent, to some extent, certain extent, financial standing, Secretary of State, Secretary of War.
77. Secretary of the Navy, Secretary of the Interior, Secretary of the Treasury, for the most part, if you cannot, if it is possible, if it is-has not, in this land, could not be, could not do.
78. Could not understand, absolutely impossible, absolutely necessary, in other words, net cash, at any rate, at all events, this class of freight, able to make.
79. There ought to be, Ladies and Gentlemen, is (it) not, is it not a fact, isn't it a fact, isn't it the case, about it, would be glad, a great deal, who have not, who have not been, east and west.
80. What is the date of the sales, this shipment, in the midst, on or about the, to be able to, one hundred feet, in the second place, anybody else, nobody else, in the country.
81. Last will and testament, duly received, according to the evidence, circumstantial evidence, in the year of our Lord, on the part of plaintiff, note an exception; grant, bargain, sell and convey; granted, bargained, sold.
82. Has not been, the first and second, and greatly oblige, may it please your Honor, may it please the Court, Board of Trade, Board of Trustees, Dear Friend, Dear Madam.

## KEY TO PHRASES IN PART I.

83. What did he say, what did you say, when did you see him, where did you see him, Almighty God, Lord God, Word of God, House of God, Church of God, Holy Spirit, Lord and Savior Jesus Christ.

84. That is to say, it would be, it would not be, it had been, it had not been, which would be, which would not be, which had been, which had not been, such had not been.

85. Did not, didn't, do not, don't, had not, hadn't, cannot, can't, is not, isn't, has not, hasn't, was not, wasn't, could not, couldn't.

86. Would not, wouldn't, should not, shouldn't, have not, haven't, were not, weren't, I will, I'll, we will, we'll, you will, you'll, they will, they'll.

87. He had, he'd, I am, I'm, I have, I've, you are, you're, There is, there's, you have, you've, he will, he'll, he has, he's, that is, that's.

88. I am in receipt of your letter, I am in receipt of your order, we are in receipt of your letter, we are in receipt of your order, in your letter, in reply to your letter, replying to your letter, in response to your letter.

89. In answer to your letter, in his letter, in respect to the matter, in referring to the matter, in reference to the matter, in relation to the matter.

90. With respect to the matter, with reference to the matter, in regard to the matter, in this matter, in such matters, in the matter.

91. If the matter, for the matter, place the matter, as a matter of fact, any longer, no longer, I think there is, I think there will be, I am sure there is.

92. When there shall be, when there is to be, if there is anything else, in the near future, at sender's risk, at one time or another, Board of Directors, stockholders.

93. State whether, state whether or not, do you know whether, do you know whether or not, do you remember whether, do you remember whether or not, do you recollect whether, do you recollect whether or not, can you recollect whether, can you recollect whether or not, can you remember whether, can you remember whether or not.

94. I don't know whether, I don't know whether or not, I don't remember whether, I don't remember whether or not, I cannot recollect whether, I cannot recollect whether or not, whether or not, I will ask you whether or not, sooner or later, fraternal-ly yours.



## KEY TO PHRASES IN PART I.

95. Somehow or other, somewhere or other, something or other, some way or other, by some means or other.

96. Railroad Company, Railway Company, American Express Company, Standard Oil Company, Transportation Company, John Smith & Company.

97. Phonographic Society, Benevolent Society, Relief Society, Singing Society, Mutual Aid Society, Medical Society.

98. Christian Association, Protective Association, Benevolent Association, Improvement Association, Savings Association, Building Association.

99. Republican Party, Democratic Party, Labor Party, Whig Party, Free Soil Party, Prohibition Party.

100. Finance Committee, House Committee, Claims Committee, Relief Committee, Judiciary Committee, Executive Committee.

101. Treasury Department, War Department, State Department, Post Office Department, Purchasing Department, Legal Department.

102. Weber Avenue, Miner Avenue, Lake Avenue, Hazelton Avenue, Michigan Avenue, Central Avenue.

103. Hereunto set my hand and affix my private seal, hereunto set my hand and affix my official seal, hereunto set my hand and seal, hereunto set our hands and seals, know all men by these presents, in witness whereof, heirs, executors and administrators; under the influence of liquor.

104. Executors, administrators and assigns; incompetent, irrelevant and immaterial; does not state facts sufficient to constitute a cause of action; tenements, hereditaments and appurtenances; duly commissioned and sworn, collect on delivery, above entitled action, to have and to hold; truth, honesty and integrity.

105. According to my recollection, according to my best recollection, according to your recollection, according to your best recollection, according to the best of your recollection, called for the prosecution and sworn, called for the defendant and sworn.

106. Called for the plaintiff and sworn, do you know the plaintiff in this action, do you know the defendant in this case, in the Superior Court, in the Supreme Court, your attention, I call your attention, I call your attention to the fact, preponderance of evidence.

107. Subscribed and sworn to before me this, objection is sustained, objection is overruled, to a moral certainty and beyond a reasonable doubt, first above written.

## KEY TO PHRASES IN PART I.

108. Party of the first part, party of the second part, attorney for plaintiff, attorney for defendant, in the neighborhood of, in hand paid, the receipt whereof is hereby acknowledged, in his own behalf; right, title and interest.

109. Above named plaintiff, above named defendant, direct examination, re-direct examination, cross examination, re-cross-examination, parcels of land, Gentlemen of the Jury.

110. Will you please state, please state to the Court and jury, as near as I could judge, as near as I can judge, this blank day of blank.

111. Sitting-room, dining-room, bedroom, front room, back room, court-room, bar-room, storeroom, stateroom.

112. Your store, our store, book store, in our store, at our store, at my store, wholesale store, grocery store, drug store.

## L E T T E R   W R I T I N G .

## DIVISIONS OF A LETTER.

A letter should comprise six divisions, viz:

1. The Heading, which consists of the name of the place where the letter is written, and the date.
2. The Introduction or Address, which consists of the name, title and place of business or residence.
3. The Salutation, which consists of the words, "Dear Sir," "Gentlemen," etc., as the case may be.
4. The Body of the letter.
5. The Complimentary Close, which consists of the words, "Respectfully yours," "Yours very truly," etc.
6. The Signature.

## MANNER OF WRITING LETTERS ON THE TYPEWRITER.

1. Begin the Heading at about 35 on the typewriter scale. Never insert "th" after the date in the headline. It may be done in the body of a letter in such phrases as, "of the 10th instant," "on the 20th of March," etc.

2. Begin the Introduction as follows: The name and title at margin of scale. The place of business or residence at 10 of the scale, or just far enough back so the line will extend to the right and a little beyond the one above. If the introduction occupy three lines, it is well to make the first three lines single space, and double space for Salutation. If a line in the Introduction is very long, the line which follows should be placed in the center of the one above.

3. The Salutation should begin at the margin of the scale and be followed by a colon.

4. The Body of a letter should begin at about 15 of the scale, under and to the right of the Salutation.

All subsequent paragraphs should be indented uniformly to 5 on the scale.

When a letter is written single space, some prefer to write the Introduction and Salutation double space, and a double space between paragraphs.

5. The Complimentary Close should begin at 30 or 35 of the scale.

6. The signature should begin at about 40 of the scale, but is usually written with pen and ink.

## KEY TO LETTERS IN PART I.

Letters under the Circles S-SES, Loops ST-STR.

1.

(Your own heading)

Adolphus A. Edison, Esq.,  
Albany, N. Y.

Dear Sir:

I desire to be informed as early as possible, if you will keep in stock next year the same style of boots and shoes you are now carrying? I should know this as soon as possible, as our new stock will be here almost any time now. We expect invoice and bill of lading today. Will mail you samples in a few days, and hope you will acknowledge receipt of the same.

Yours truly,

84 words to be dictated in 40".

84 words to be typed in 2'-48".

2.

(Your own heading)

Cyrus B. Morse, Esq.,  
Pierre, S. Dak.

Dear Sir:

In answer to yours of the 20th would say: I have seen F. M. Smith in this city several times this week. He came here last week and will leave for Chicago next week. I saw him in New York some weeks ago, and he informed me at the time he would sail for England in a few weeks. If you desire me to speak to him on the subject before he leaves, write me tomorrow.

Respectfully yours,

86 words to be dictated in 41".

86 words to be typed in 2'-52".

3.

(Your own heading)

Horace C. Tennyson, Esq.,  
Jackson, Miss.

Dear Sir:

In answer to yours of the 14th inst., would say: We pay the Bank here eight per cent. per annum for the use of money. By the way, I see you have the advantage of us in rate. Will you advise us, as soon as possible, if the First National Bank of your city will make us the same rate you are now paying? They should feel safe in so doing, inasmuch as we expect large sums of money at any time for invoices now due.

Yours respectfully,

98 words to be dictated in 47".

98 words to be typed in 3'-16".

## KEY TO LETTERS IN PART I.

4.

(Your own heading)

Joseph D. Longfellow, Esq.,  
Topeka, Kan.

Dear Sir:

It seems to me, if the party in the house were honest, he would have seen to it before. I will see him to-day, however, and inform him of our rights. I think it is impossible to receive the money in time to do anything with them. It is safe to say he will be in his office by Monday. This is an extraordinary case, and we should insist on our rights.

Yours faithfully,

80 words to be dictated in 38".

80 words to be typed in 2'-24".

5.

(Your own heading)

Forrest E. Irving, Esq.,  
Cheyenne, Wyo.

Dear Sir:

I think you should see the defendant in this case. At first the party said the Bank would make the exchange, but it is now unnecessary to do so. The executor and executrix saw the administrator and administratrix at the First National Bank to-day, and they were satisfied because they saw the advantage of it. If you will be here Tuesday, I will do my best for you.

Faithfully yours,

79 words to be dictated in 37".

79 words to be typed in 2'-23".

6.

(Your own heading)

Leroy F. Shakespeare, Esq.,  
Boise City, Ida.

Dear Sir:

I would suggest you pay your dues to the Committee today. You should, at least, signify your desire to do so, especially because it is essential and necessary at this time. The Committee informed me of the rates, which were represented as being just and uniform. Several of the parties have seen the advantage of this and will come in tomorrow. You should also pay your insurance money to the Bank before the first of the month.

Sincerely yours,

90 words to be dictated in 43".

90 words to be typed in 3'.

## KEY TO LETTERS IN PART I.

Letters under the N hook.

7.

(Your own heading)

Henry G. Milton, Esq.,  
Boston, Mass.

Dear Sir:

We have in stock this week a line of fancy sateens, which we desire to dispose of as soon as possible. We expect to have a special sale of this stock within the next few days. As you are familiar with the details of the business, would like to have you come in at once, or as soon as you can, and assist us. In the meantime our men will arrange the stock to the best advantage, and mail samples to the various dealers. If you can come in, write us at once.

Yours truly,

104 words to be dictated in 50".  
104 words to be typed in 3'-28".

8.

(Your own heading)

Benjamin H. Bacon, Esq.,  
Baton Rouge, La.

Dear Sir:

I think you are mistaken in your opinion, as this man is known to be responsible and economical in his various dealings. He has done much to improve the system of things in your city, and is highly respected. The suspension of business you speak of was due to the financial outlay of an irresponsible party, who was at once punished for his misdemeanor. He organized a small party of men to attain his purpose, but it was impossible for him to escape, and he was taken before his majesty and forced to acknowledge the wrong.

Yours truly,

108 words to be dictated in 52".  
108 words to be typed in 3'-36".

9.

(Your own heading)

John I. Dickens, Esq.,  
Augusta, Me.

Dear Sir:

I have yours of the 9th inst., and in answer to same would say: I have been to the House of Commons, the lower House of Parliament, and will visit the United States House of Representatives on the 22d inst. and listen to the speech of General Jones on the popular subject of "Public Rights." In my opinion the General will speak to a large audience. I am anxious to be informed on this subject, as several of our citizens seem to think the salvation of the country is simply impossible.

## KEY TO LETTERS IN PART I.

I hope you will come along with us.

Yours truly,

110 words to be dictated in 53".

110 words to be typed in 3'-40".

Letters under the F-V, SHUN and W hooks.

10.

(Your own heading)

David J. Lowell, Esq.,  
Olympia, Wash.

Dear Sir:

I hope to have the satisfaction of an investigation before the next publication of the magazine, and will insist on a just representation of the different denominations. I have in my possession some information of the accusation, and it is but a question of time when all things set forth in this edition will be in a condition to pass upon. In addition to this, the Governor will arrive within a week, and then the examination will be commenced, irrespective of what may happen.

Yours truly,

95 words to be dictated in 45".

95 words to be typed in 3'-10".

11.

(Your own heading)

William K. Wellington, Esq.,  
Des Moines, Ia.

Dear Sir:

The Baptist divine, a cousin of the Archbishop, gave a magnificent illustration of the effect of the Reformation. He is an influential man of much knowledge, and is especially familiar with his subject. He was at one time involved in debt, simply because of his benevolence, but by faithful attention to business all debts were paid. He was a Democrat, but is now a Republican; he has been to the Legislature, and in time may be a Cabinet officer.

Yours truly,

90 words to be dictated in 43".

90 words to be typed in 3'.

12.

(Your own heading)

Edwin L. Miles, Esq.,  
Lansing, Mich.

Dear Sir:

I wish you would distinctly state to the Episcopal Bishop why this despicable man was so barbarously decapitated.

## KEY TO LETTERS IN PART I.

The time designated for the decapitation was conspicuously published in many of the dailies. The extemporaneous speech of the villain was taken down by a stenographer and published in one of the magazines. Many men assembled to witness the execution, and just before his death, the man changed his religion and was baptized in the Catholic faith.

Yours truly,

85 words to be dictated in 41".

85 words to be typed in 2'-52".

Letters under the L and R hooks.

13.

(Your own heading)

Mr. Elmer M. Livingstone,  
Columbus, Ohio.

Dear Sir:

I am in receipt of yours of the 20th, in which you refer to the special rate which the mortgagee gave to the mortgagor on the property within his jurisdiction. I presume you are correct in your opinion, as the character of the soil is a rich, sandy loam and very productive, producing enormous crops of wheat, barley and corn. I am satisfied Mr. Brown is perfectly safe in taking this mortgage, and will experience no difficulty, whatever, in collecting the money when due.

Very truly yours,

95 words to be dictated in 45".

95 words to be typed in 3'-10"

14.

(Your own heading)

Mr. Jerome N. Stanley,  
Atlanta, Ga.

Dear Sir:

In reply to your favor of the 10th would say: The people of the opposition were in a position to take possession of the organization during this session. The members of the association, however, were aware of this, and realizing the danger, at once determined to withdraw their forces to a place of safety. It is difficult to state just what action will be taken by the members of the society, but it is most likely they will be reenforced by a number of capable men, in which case they will, most likely, conquer.

Yours very truly,

107 words to be dictated in 52".

107 words to be typed in 3'-34".



## KEY TO LETTERS IN PART I.

15.

(Your own heading)

Mr. Oliver O. Fulton,  
Columbia, S. C.

Dear Sir:

Replying to yours of the 12th would say. We have in our possession some information of the revolution, which will, in all probability, determine our commercial relations with this Republic. The principal thing will be to keep it from the newspapers for a few days; or, at least, until we are positive of the truth of the cablegram. In the meantime, we will try to have the Committee on Ways and Means take the necessary steps to draw up the proper papers for this measure, and have everything in readiness, so no time may be lost.

Trusting they will take pleasure in so doing, we remain,

Very truly yours,

120 words to be dictated in 57"

120 words to be typed in 4'.

16.

(Your own heading)

Mr. Theodore P. Watt,  
Raleigh, N. C

Dear Sir:

In compliance with your request of the 12th, we mail you one dozen copies of the Phonographic Magazine for distribution, and trust you will receive same in due time. You should have no trouble in securing at least twenty new subscribers in your city before the first of the month, as the rate of subscription is but one dollar a year. Every stenographer, who desires to reach the top notch in the profession, should take the magazine. Of course it will be necessary for you to make a thorough canvass of the city. If you do this, we feel sure you will experience no difficulty, whatever, in securing this number.

We are pleased to learn of your success in the school business, and trust you will continue to prosper.

Cordially yours,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

17.

(Your own heading)

Mr. Charles Q. Whittier,  
Tallahassee, Fla.

Dear Sir:

As per your request of the 15th would say I have been a member of the Phonographic Society for more than three years. I began the study of phonography when I was but sixteen years of age, and at eighteen took a position as phonographer in one of the large railroad offices. My employer was well satisfied with

## KEY TO LETTERS IN PART I.

my work, and in less than a year I was advanced to the position of head stenographer at a salary of \$125 per month. If you thoroughly master the principles of phonography, you should have no trouble in securing a lucrative position.

Trusting this explanation is satisfactory, I remain,

Very truly yours,

125 words to be dictated in 1'.

125 words to be typed in 4'-10".

18

(Your own heading)

Mr. Oscar R. Thackeray,  
Jefferson City, Mo.

Dear Sir:

In response to your favor of the 20th would say: It is only necessary for the men to comply with the rules and regulations of the Company in all cases to attain success in the work. It is simply impossible to reach a high stage of perfection in this class of work, unless we insist on each one doing his very best. The quality of the work should be first-class in every respect, as none of our employees are inexperienced. I am sure we have men and women in our employ who are really capable of complying with our wishes, and who should be perfectly willing to do so.

Very truly yours,

123 words to be dictated in 59".

123 words to be typed in 4'-6".

19.

(Your own heading)

Mr. Victor S. Burns,  
Charleston, W. Va.

Dear Sir:

Replying to your favor of the 6th would say. The next session of the lodge will be the autumn session, which will be in session on the 9th inst. We would be pleased to have you with us, as very important business will, most likely, come up for consideration. Henry James, in all probability, will deliver a lecture on the subject of the "Revelation of the Divine Will," which will be well worth hearing, I assure you. We trust you will be with us on the above date.

Very truly yours,

100 words to be dictated in 48".

100 words to be typed in 3'-20".

## KEY TO LETTERS IN PART I.

20.

(Your own heading)

Mr. Ralph T. Burke,  
Denver, Colo.

Dear Sir:

I am in receipt of your favor of the 20th, and in response to same would say: The General to whom you refer has many peculiar characteristics. I saw him two or three days ago and in conversation with him he took occasion to remark many strange things. On some subjects he spoke with discrimination. He suggested a new system of legislation whereby all would enjoy equal rights and prosperity. He is a thorough mechanic, and seems to be well versed in jurisprudence.

Very truly yours,

95 words to be dictated in 45".

95 words to be typed in 3'-10".

21

(Your own heading)

Mr. Norman U. Bryant,  
Lincoln, Neb

Dear Sir:

A memorandum of the maximum rate of speed at which the vessels plying the river may safely navigate, together with other memoranda taken from a chapter of a manuscript on Marine Regulations, was given to the Company today. The object of this data is to determine the average speed of each vessel. All steamers will now leave on regular time, and there will be no irregularity as before.

Trusting the above information will be of service to you, I remain,

Very truly yours,

92 words to be dictated in 44".

92 words to be typed in 3'-4".

## Letters under the Halving Principle

22.

(Your own heading)

Mr. Edgar V. Bonaparte,  
Providence, R. I.

Dear Sir:

Your favor of recent date at hand and will receive our prompt and careful attention. We send you by return mail, under separate cover, one of our latest catalogues, which will enable you to ascertain the actual wholesale price of all articles in our line of business. We have not, heretofore, had an opportunity of supplying you with any of our goods, but trust hereafter we may receive a liberal share of your patronage. We recommend all articles listed in our catalogue, and guarantee them to be the very best in every respect. We think you will find our

## KEY TO LETTERS IN PART I.

terms reasonable, prices right, and methods of doing business legitimate. We appreciate very much your kindness in remembering us, and we will endeavor at all times to please you.

Very truly yours,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

23.

(Your own heading)

Messrs. Henry & Hamilton,  
Phoenix, Ariz.

Gentlemen:

In reply to your favor of the 9th inst. we beg to state that under the circumstances we can do nothing which would be satisfactory. We cannot be responsible for these errors and omissions, and I am surprised that you should ask us. If you will agree to send us the goods at the same rate, we will take pleasure in receiving them. If you cannot do this, we shall be obliged to make our purchases from the City of San Francisco. If this meets with your approval, would be pleased to have you ship the goods by express, so that we will receive them as soon as possible.

Very truly yours

120 words to be dictated in 58".

120 words to be typed in 4'.

24.

(Your own heading)

Messrs. Webster, Calhoun & Clay,  
Bismark, N. Dak.

Gentlemen:

Your favor of recent date duly received and contents noted. We have experienced some difficulty in shipping the goods by express, but hope to have them go forward tomorrow. It is true this shipment should have been forwarded last week, but it was impossible to get the Express Company to handle the freight on account of the damage done to the various railroads throughout the state by washouts, etc. The tracks have been repaired, however, and all freight will go forward as before.

Trusting the delay has not inconvenienced you in any way, we remain,

Very truly yours,

112 words to be dictated in 54".

112 words to be typed in 3'-44".

25.

(Your own heading)

Messrs. Disraeli, Gladstone & Blaine,  
Helena, Mont.

Gentlemen:

We enclose you account against Henry Johnson & Sons

## KEY TO LETTERS IN PART I.

of Chicago, Ill., together with a number of communications from them. This account, \$60.50, is now long past due. You will observe by enclosures that these gentlemen have made repeated promises to pay if we would wait upon them indefinitely. We cannot do business in this loose way, and must insist upon immediate settlement. Please take such steps as you deem necessary to secure payment of this debt at once. Upon receipt of check for balance due on their account, we will send them receipt in full.

Very truly yours,

112 words to be dictated in 54".

112 words to be typed in 3'-44".

26.

(Your own heading)

Messrs. Sampson, Dewey & Schley,  
Annapolis, Md.

Gentlemen:

Your esteemed favor of the 10th inst. received. We note what you say regarding the men, and we approve of the means you took to suppress the action. The Committee, no doubt, will be very much surprised to learn the facts of the case; but, nevertheless, it will be an agreeable surprise to them, I assure you. There is no question in my mind but what your action will meet with their approval, and you will be fully vindicated. We have had more or less trouble with this combination ever since I have been connected with the Company, but I am perfectly satisfied by your action in this particular case that you will never again experience any difficulty, whatever, from that source.

Very truly yours,

135 words to be dictated in 1'-5".

135 words to be typed in 4'-30".

27.

(Your own heading)

Mr Andrew W. Washington,  
Little Rock, Ark.

Dear Sir:

I desire to remind you once more that a balance of \$150 is now due on your account. We have sent you statement after statement, but we are unable to receive any reply from our communications. We wish to state, however, that unless you are heard from on or before the 1st inst. with a remittance, or a definite statement regarding your financial standing, we shall be obliged to place the account in our attorney's hands for collection. We might add that if this account is settled within the next few days, we will allow you a discount of five per cent. You should, by all means, take advantage of this liberal offer.

## KEY TO LETTERS IN PART I.

Trusting you will remit at once, we remain,

Very truly yours,

135 words to be dictated in 1'-5".

135 words to be typed in 4'-30".

28.

(Your own heading)

Mr. Albert X. Adams,  
St. Paul, Minn.

Dear Sir:

In reply to your favor we beg to advise you that the Committee referred to has the law on its side and is bound to succeed if the subject is presented in the right manner. We have no objection to your using our name, and you may feel at perfect liberty to do so if you desire. If you are able to accomplish your object, you will confer a boon, not only upon those who have worked faithfully and diligently for the success of this measure, but also upon the poor laboring glass of humanity, who need protection. It will greatly astonish us if you are successful in establishing this movement.

Wishing you the greatest success in your undertaking, we remain,

Very respectfully yours,

133 words to be dictated in 1'-3".

133 words to be typed in 4'-26".

29.

(Your own heading)

Mr. Clarence Y. Jefferson,  
Nashville, Tenn.

Dear Sir:

In answer to your favor of the 20th we beg to inform you that the President and Secretary of our Association visited the architect's office yesterday to inspect the plans of the new Agricultural building, which is to be erected at once. This structure when completed will approximate perfection, and will cost in the aggregate about ten thousand dollars. It is expected that thousands of people will congregate to witness the ceremony of laying the corner stone. If it is possible, would be pleased to have you with us at that time.

Very truly yours,

103 words to be dictated in 49".

103 words to be typed in 3'-26".

## KEY TO LETTERS IN PART I.

30.

(Your own heading)

Mr. Daniel Z. Madison,  
Austin, Tex.

Dear Sir:

The Preliminary Examination of the defendant was held before Justice of the Peace Brown today. During the progress of the trial it was learned that the defendant was, at one time, an aristocratic gentleman, universally respected and Vice-President of the Second National Bank of Boston. He was also interested in the manufacture of magnetic and electrical supplies, but through bad speculations he became financially embarrassed, and was forced into bankruptcy. The thoughts of being bankrupt preyed upon his mind, and becoming desperate, he committed this criminal offense for which he must now stand trial.

Very truly yours,

107 words to be dictated in 52".

107 words to be typed in 3'-34".

31.

(Your own heading)

Mr. Edmund Monroe,  
Santa Fe, N. Mex.

Dear Sir:

We are in receipt of your communication of the 20th. From statements made by several of the passengers, the investigation promises to be highly interesting, if not sensational. According to information thus far received, the steamer, although somewhat dilapidated, could have been saved if ordinary precaution had been exercised. So far as we know the accident was due either to the recklessness or gross carelessness of the officers. Instead of taking the transport to the nearest and safest point in the channel, those in control, it is said, steered across the straits to a point where it would be difficult to prevent the steamer from becoming a total wreck. The usual custom on passenger steamers, in all such cases, is to swing out life boats and prepare them for use at a moment's notice. It appears that this was not done. We will give you the result of our decision within the next few days.

Very truly yours,

170 words to be dictated in 1'-18".

170 words to be typed in 5'-40".

32.

(Your own heading)

Mr. Edward Adams,  
Madison, Wis.

Dear Sir:

Your favor of the 15th at hand and contents noted.



## KEY TO LETTERS IN PART I.

Replying to same we beg to advise you that we have just discovered, in our investigations, a number of good prospects on our claim, and by a microscopic analysis we were able to make an estimate of the value of the ore, which was quite satisfactory, I assure you. In order to develop this claim properly, it will be necessary to organize a company and issue stock to the amount of 10,000 shares, at one dollar per share. Just as soon as this is done and half of the stock is subscribed, we will take immediate steps to develop the same.

We have sunk a perpendicular shaft on one of our claims, which is now about 100 feet in depth. The ore from this mine resembles that of the Raw Hide, and will be worked as soon as the machinery is put in place .

Very truly yours,

166 words to be dictated in 1'-20".

166 words to be typed in 5'-32.

33.

(Your own heading)

Mr. Reginald Jackson,  
Sacramento, Cal.

Dear Sir:

Yours of the 22nd received and very carefully noted. I am perfectly willing to assist you to a certain extent, but I did not agree to carry your indebtedness over until fall. You will probably remember that these goods were shipped f.o.b. cars your city with the understanding that they were to be paid for in the course of a few days. In some respects you have complied with our wishes, but in other respects you have not. In some cases we have allowed customers five or six months' time, but cannot do so in this case, as that was not the understanding at the time you purchased the goods.

Trusting you will be able to favor us with a remittance at once, we remain,

Very truly yours,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

34.

(Your own heading)

Mr. George Van Buren,  
Springfield, Ill.

Dear Sir:

I have just received a telegram from the station agent at Reno, stating that passenger train No. 600, due here at six P. M., will be delayed several days on account of the heavy snow-storm in the mountains. Several express messengers, strangers to me, and a number of prominent railroad officials, together with a large force of men, passed through here a short time ago on a



## KEY TO LETTERS IN PART I.

special en route to the scene of the blockade. If the storm continues, the passengers will probably be transferred to the special and brought to town at once.

Yours very respectfully,

109 words to be dictated in 52".

109 words to be typed in 3'-38".

## LETTERS UNDER THE DOUBLING PRINCIPLE.

35.

(Your own heading)

Mr. Orlando Harrison,  
Concord, N. H.

Dear Sir:

Dr. David Jordan, an orthodox minister, delivered a sermon last Sunday evening, which challenged the admiration of all. He spoke at length of the implicit trust we should all have in our Lord and Savior Jesus Christ, and of the celestial sphere, as a realm where the rainbow never fades, where the stars will be spread out before us like islands that slumber in the ocean, where the beautiful creatures which now pass before us like shadows, will stay in our presence forever.

At the close of the service he addressed a prayer to the omnipresent, omnipotent and omniscient Almighty God to sanctify our efforts for the establishment of His kingdom upon earth, and the ultimate salvation of all in that habitation not made with hands, eternal in the heavens.

Very truly yours,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

36.

(Your own heading)

Mr. Arthur Tyler,  
Juneau, Alaska.

Dear Sir:

In reply to your letter of the 9th inst. we beg to state that our friend, Mr. Smith, received an anonymous letter a few days ago from some malignant busybody, which was, in all probability, written for the purpose of intimidating him. The letter had but little weight with him, and he is now thoroughly convinced that the association is all right.

It was at first thought that Mr. Beckman was the author of the letter, but in conversation with him today he stated that he was at all times willing to do his utmost for the welfare of the association; that he had no desire, whatsoever, to antagonize the members, or to take any course repugnant to their wishes. Mr. Smith will probably send in his application within a few days.

Very truly yours,

145 words to be dictated in 1'-10".

145 words to be typed in 4'-50".

## KEY TO LETTERS IN PART I.

37.

(Your own heading)

Mr. Alexander Polk,  
Salem, Oregon.

Dear Sir:

I am in receipt of your letter of the 20th, and in response to same would say: I have seen the performance to which you refer, and was very much impressed by it. The leading star is a dignified gentleman of great personal magnetism; but, I imagine, a trifle eccentric. His remarks were clear and perspicuous, and he spoke with great distinctness. He was very popular with his audience and received liberal applause. It is said that he is the author of the production, which was written while he was a student at the university.

Yours very truly,

104 words to be dictated in 50".

104 words to be typed in 3'-28".

38.

(Your own heading)

Mr. Walter Taylor,  
Salt Lake City, Utah.

Dear Sir:

Your letter of the 15th received. I was very much astonished to find so many invalids in your state, and intend, sometime in the near future, to establish a hospital where deformed persons and others may receive first-class treatment.

The site, which has been selected, is one of perpetual and tranquil beauty, being situated in the center of a small valley at an altitude of 5,000 feet above sea level. Neither time nor expense will be spared to make this institution the greatest of modern sanitariums.

The medical fraternity has acknowledged that Dr. Charles Jones is one of the best physicians in the world. It is expected that he will be designated as superintendent, as we have made him a magnanimous and magnificent offer. Dr. James is quite indignant to think that his name was not mentioned in this connection. Will give you further particulars from time to time as we progress with the work.

Respectfully yours,

170 words to be dictated in 1'-21".

170 words to be typed in 5'-40".

39.

(Your own heading)

Mr. Frederick Fillmore,  
Carson City, Nev.

Dear Sir:

I have just received a letter from my esteemed friend,

## KEY TO LETTERS IN PART I.

William Riley, a philanthropic and diplomatic gentleman, who was at one time vested with plenipotentiary powers in dealing with foreign countries. He writes that he would be pleased to have the privilege of appearing before this intelligent assembly on such an auspicious occasion, and will take pleasure in relating his experience with those wild and barbarous tribes, which have been so long noted for their barbarism. He will also illustrate their barbaric mode of warfare by a number of stereopticon views, which should prove interesting, as well as instructive.

Trusting you will be able to attend, I remain,

Yours very truly,

120 words to be dictated in 57".

120 words to be typed in 4'.

40.

(Your own heading)

Mr. Robert Pierce,  
Guthrie, Okla. T.

Dear Sir:

I am in receipt of your letter of inquiry regarding Dr. Henry James, and in response to same would say: I am intimately acquainted with the young man and know something of his history. His father and mother died when he was quite young, leaving Henry in sole charge of his little brother and sister, which necessitated his leaving school at an early age. Notwithstanding this misfortune he tranquilly undertook to cultivate his mind by reading and study. At the age of twenty he had acquired sufficient knowledge to enter college. He was very ambitious, punctual, industrious and persevering and won the admiration of all with whom he came in contact. At the age of twenty-three he was graduated with honors, receiving the degree of M. D. I understand he will at once enter upon the practice of his profession. I predict a brilliant future for the young man.

Very truly yours,

165 words to be dictated in 1'-19".

165 words to be typed in 5'-30".

41.

(Your own heading)

Mr. Thomas Buchanan,  
Montgomery, Ala.

Dear Sir:

Your letter of the 20th at hand. I note what you say in regard to some of the men who are always behind time. You should make it a point to see that every man is there on time. Remember this: "The best laid plans, the most important affairs, the fortunes of individuals, the weal of nations, honor, happiness, life itself are daily sacrificed, because somebody is behind time. Five minutes in a crisis is worth years; it is

## KEY TO LETTERS IN PART I.

but a little period, yet it has often saved a fortune or redeemed a people. If there is one virtue that should be cultivated more than another by him who would succeed in life, it is punctuality; if there is one error that should be avoided, it is being behind time."

Yours truly,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

42.

(Your own heading)

Mr. Frank Lincoln,  
Tahlequah, Ind. T.

Dear Sir:

We have just had a long interview with your entertaining and enterprising representative, who finally convinced us that we could increase our business twenty-five per cent. before another winter by carrying a full line of your fancy crackers. We have, therefore, given him an order for these goods, and expect to make them a feature of our future business. If they do not open up to our entire satisfaction, however, we have the privilege of returning them at your expense, in accordance with his proposition to us.

Trusting you will forward the goods at an early date, we remain,

Very truly yours,

112 words to be dictated in 54".

112 words to be typed in 3'-44".

43.

(Your own heading)

Mr. Jacob Johnson,  
Frankfort, Ky.

Dear Sir:

We are in receipt of your favor of the 18th inst., and would be pleased if you will kindly let us hear from you as early as possible if there is anything else we can do in the matter. In consideration of the circumstances in this case, we hope you will do all you possibly can to complete the work by Saturday morning. If you can do better than this in regard to time, we shall be glad. Would be pleased to have you return the specifications at once; or, at any rate, sometime in the near future. At all events, do not let any one get possession of them, as it is absolutely necessary that they be returned to us in good order and condition as soon as possible.

Very truly yours,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

## KEY TO LETTERS IN PART I.

44.

(Your own heading)

Mr. Samuel Grant,  
Indianapolis, Ind.

Dear Sir:

Replying to your letter of recent date regarding Mr. Smith, will state that I have known the gentleman for some time. He was, at one time, engaged as official reporter of the second judicial district. He is an expert shorthand writer, and one of the best typewriter operators in the world. In 1890 he was elected inspector of schools for a term of four years. In 1894 he became a director of the Second National Bank of San Francisco. It was about this time that he invented an improved separator for a combined harvester, which, I think, proved very remunerative. Being a fluent speaker, in 1898 he entered the lecture field and is now recognized as one of the greatest exhorters and educators in the country.

Very truly yours,

145 words to be dictated in 1'-10".

145 words to be typed in 4'-50".

45.

(Your own heading)

Mr. Alfred Hayes,  
Richmond, Va.

Dear Sir:

In response to your letter of the 20th, will state that Arthur Anderson has been in our employ for eight years. He at first entered our office as stenographer and typewriter operator, but having an excellent understanding of arithmetic, he soon acquired sufficient knowledge of book-keeping to assist in that work. He was very industrious and persevering and by faithful attention to business was, in a short time, promoted to the position of head book-keeper. I attribute his rapid advancement to his constant determination, patient persistence and indefatigable perseverance. I might also state that during the time he has been with us, I have never, as yet, found a discrepancy in his accounts.

Yours very truly,

125 words to be dictated in 1'.

125 words to be typed in 4'-10".

46.

(Your own heading)

Mr. Richard Garfield,  
Dover, Del.

Dear Sir:

In compliance with your request of the 16th would say: I have just addressed a letter to headquarters inquiring whether

## KEY TO LETTERS IN PART I.

or not Senator Grant is delinquent at the present time in the payment of dues. We have notified him several times in regard to this matter, and will know positively within a few days just what action to take in the matter. I do not know whether or not the Company will write him from there, but if they do, something or other will be done, I assure you. As a matter of fact, this matter should have been straightened out three months ago. I think, perhaps, I may be able to give you the necessary information within the next few days.

Very truly yours,

135 words to be dictated in 1'-5".

135 words to be typed in 4'-30".

47.

(Your own heading)

Mr. Stephen Arthur,  
Washington, D.C.

Dear Sir:

I am in receipt of your letter of the 10th, and in response to same, would say: We will place the matter before the Board of Directors and Stockholders of the Association at its next regular meeting, as we do all such matters, and sometime in the near future you may expect to hear from them in regard to the matter. If there is anything else we can do for you in the meantime, would be pleased to hear from you, as we are at all times willing to assist our patrons in such matters.

Trusting your claims will be amicably adjusted sooner or later, we remain,

Very truly yours,

120 words to be dictated in 58".

120 words to be typed in 4'.

Letters containing Intersected Phrases.

48.

(Your own heading)

Mr. Robert Cleveland,  
Harrisburg, Pa.

Dear Sir:

Your letter of the 21st received. I find that the Standard Oil Company shipped to John Smith & Company by the American Express Company, 5,000 gallons of oil on the 30th ult. Why they have not received this I cannot understand. It seems to me that the railroad Company is responsible for the delay. I have sent out a tracer, however, and will let you know in a few days the condition of affairs. I think it would be well to place all future orders with the California Transportation

## KEY TO LETTERS IN PART I.

Company, as it would be a great advantage to you, not only in securing better freight rates, but also quicker service.

Trusting you will bear this in mind in shipping future orders, I remain,

Very truly yours,

135 words to be dictated in 1'-5".

135 words to be typed in 4'-30".

49.

(Your own heading)

Mr. James Harrison,  
Trenton, N. J.

Dear Sir:

Replying to your letter of the 15th, I beg to inform you that the Relief Society will unite with the Benevolent Society in entertaining the Mutual Aid Society at the rooms of the Medical Society sometime in the near future. If it is not asking too much, would be pleased to have you make the necessary arrangements with the Singing Society to be present at that time. All members are requested to meet at headquarters at seven P.M. The line of march will be up Hazelton Avenue to Miner Avenue, from Miner Avenue to Lake Avenue, and from Lake Avenue to Central Avenue, and thence to the rooms of the Medical Society.

Trusting you will attend to this matter at once, I remain,

Very truly yours,

140 words to be dictated in 1'-7".

140 words to be typed in 4'-40".

50.

(Your own heading)

Mr. Raymond McKinley,  
Hartford, Conn.

Dear Sir:

Your favor of recent date received and contents noted. We beg to inform you that the Benevolent Association has made application to the Building Association for a loan for the erection and completion of a substantial three-story brick structure for the Young Men's Christian Association. The Finance Committee will report to the Executive Committee at its next session, and we will know very soon now whether or not we are to go on with the work. I do not think there will be any trouble in securing the necessary funds, as the local association can give ample security.

At a special meeting of the Board of Directors of the Association, which was held at the rooms of the Board of Trade, a vote of thanks was tendered Mr. Sanderson for his very liberal donation.

Cordially yours,

145 words to be dictated in 1'-10".

145 words to be typed in 4'-50".



## KEY TO LETTERS IN PART I.

51

(Your own heading)

Mr. Herman Roosevelt,  
Montpelier, Vt.

Dear Sir:

Replying to your letter of recent date, I beg to state that Prof. Henry Johnson has been elected President of the American Exploration party, which will leave shortly on an extended voyage to the Arctic Ocean. Prof. Johnson is an experienced navigator, having traversed the Atlantic and Pacific Oceans, as well as the Indian Ocean a great many times. In my opinion the Board of Directors used excellent judgment in placing Prof. Johnson at the head of the Exploration party. I feel sure that in his scientific research he will bring back valuable information to the Government. During the Spanish-American war he made a number of important surveys, or marine charts, which materially aided the War Department in locating the enemy.

With best wishes, I remain,

Respectfully yours,

135 words to be dictated in 1'-5".

135 words to be typed in 4'-30".



## ADDRESSING ENVELOPES.

The following form for addressing envelopes are the most popular. The operator should see that the envelope is held firmly against the platen by means of the envelope holder, or the writing will not present a neat appearance.

.....  
:  
:  
: Stamp :  
:  
:.....

Mr. James Thompson,  
1012 Pine St.,  
San Francisco,  
Cal.

Stamp

Geo. Henry James, Esq.,  
Dover,  
Morris Co.  
P. O. Box 530.  
New Jersey.

## KEY TO TESTIMONY IN PART I.

## TESTIMONY

of

JOHN F. SMITH,

Called for the Prosecution and Sworn.

## DIRECT EXAMINATION.

- Mr. Jones: Q. You may state your name? A. John F. Smith.
- Q. What is your age, Mr. Smith? A. Twenty-three.
- Q. Where do you reside? A. I reside in San Francisco, 123 Van Ness Avenue.
- Q. What is your occupation? A. I am a shoemaker.
- Q. How long have you been a resident of San Francisco, Mr. Smith? A. Oh, quite a number of years, seven or eight years, I presume.
- Q. Seven or eight years? A. Yes sir.
- Q. Do you know the defendant in this case? A. Yes sir.
- Q. How long have you known him? A. I have known him, I should judge, about three or four years.
- Q. Do you remember whether or not you saw this defendant on the 16th day of December of this year? A. Yes sir.
- Q. Where did you see him? A. I saw him on Mission Street in front of Brown's book store.
- Q. What time of day was it that you saw him? A. As near as I can judge, it was about half past two in the morning.
- Q. About half past two on the morning of December 16th, 1901? A. Yes sir.
- Q. What was he doing at that time? A. He wasn't doing anything that I know of.
- Q. Did you have any conversation with him at that time; if so, please state to the Court and Jury what was said? A. Well, I don't know as I recollect all that was said.
- Q. State as near as you can the conversation? A. Well, at that time I says to him, says I, "It seems to me you are keeping pretty late hours, Jack," and he says, "Oh, I don't know," he says, "I very seldom lose anything by it. It pays pretty well, sometimes," says he, "to keep awake while others sleep." And I says to him, "How is that," and he says, "That is all right, I don't propose to let you into the secret." He says, "You know there are tricks in all trades," and with that I left him and walked up the street.
- Q. Are you sure that was the extent of the conversation? A. Yes sir; as near as I can recollect that was the extent of the conversation.
- Q. When you left him where did he go? A. I could not tell you that, but think he went into the saloon, the Grotto saloon.
- Q. Where is this saloon situated, the Grotto saloon? A. The saloon is right next to the book-store, between the book-store and the grocery-store.
- Q. Between the book-store and grocery-store? A. Yes sir.
- Q. Was he under the influence of liquor at the time of this conversation? A. No, 'sir.
- Q. Then you are not positive that he went into the saloon?

## KEY TO TESTIMONY IN PART I.

You could not swear to it? A. No, sir; I am not positive of that; I could not swear to it at all; my recollection is not clear on that point.

Q. State whether or not he said anything to you about going to a restaurant?

Mr. Brown: I object to that, if your Honor please, upon the grounds that it is incompetent, irrelevant and immaterial.

The Court: The objection is overruled.

Mr. Brown: I take an exception.

A. No, he didn't say anything to me at that time about going to a restaurant, it was another time- another conversation.

Q. A subsequent conversation? A. Yes, sir.

Q. When was that? A. Late in the afternoon.

Q. On the same day? A. No, sir; that was the next day.

Q. The next day, that would be the 17th? A. Yes, sir; the 17th.

Q. What time of day was it that you had this second conversation with him? A. As near as I can remember, it was about - I don't recollect, I could not state the exact time, but think it was somewhere between eight and nine o'clock that evening.

Q. The evening of the 17th? A. Yes, sir.

Q. Where did this conversation take place? A. The second conversation took place in front of the First National Bank building on Sacramento street, right opposite Black's drug-store.

Q. The First National Bank building? A. Yes, sir.

Q. Do I understand you to say it was between eight and nine o'clock that evening? A. Yes, sir; I think so.

Q. You may state the conversation that was had at that time. What did he say to you, and what did you say to him? A. Well, there wasn't very much said. I asked him if he had made anything the night before and he said yes, he had made considerable, and he then asked me if I would go to the Palace restaurant with him for dinner.

Q. How long were you in conversation with him this second time? A. Oh, we weren't talking long, probably in the neighborhood of three or four minutes.

Q. Was there anybody else with him at that time? A. No, sir; nobody else.

Q. Did you go to dinner with him? A. No, sir.

Q. Why did you not? A. Well, I told him it would be impossible for me to go, as I had a very pressing engagement.

Q. Isn't it a fact, Mr. Smith, that you went to dinner with this defendant? A. No, sir; I did not.

Q. I will ask you whether or not he displayed any money at that time? A. Yes, sir; he displayed considerable cash.

Q. Do you know of your own knowledge how much. A. I could not state the exact amount.

Q. Was it all gold or silver? A. I believe it was all gold.

## KEY TO TESTIMONY IN PART I.

Q. Do you know the denomination? A. I don't understand the question, what do you mean by that?

Q. Do you know whether or not they were five, ten or twenty dollar gold pieces? A. Looked very much to me like twenty dollar pieces.

Q. Did he not offer you this money for the purpose of safe keeping?

Mr. Brown: I object to that, if your Honor please, upon the grounds that it is incompetent, irrelevant and immaterial, and upon the further ground that it is leading.

The Court: The objection is sustained.

Mr. Jones: I note an exception.

Q. Then, according to your best recollection, they were twenty dollar gold pieces, were they not? A. According to my best recollection, they were twenty dollar gold pieces, yes, sir.

Q. Isn't it the case, Mr. Smith, that you had another conversation with this defendant later in the evening? A. No, sir.

Q. Then, as I understand it, you had but two conversations, one on the 16th and the other on the 17th? A. Yes, sir; that was all.

Q. According to the best of your recollection, that was all the conversation you had with him? A. Yes sir.

Q. As a matter of fact, that is all you know of this case, is it not? A. Yes sir.

Q. All that you have testified to occurred in the City and County of San Francisco, State of California? A. Yes sir.

Mr. Jones: I believe that is all. Take the witness.

1225 words to be dictated in 8'-10".

1225 words to be typed in 30'.









